

**HAMILTON COUNTY, INDIANA  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN**



(Intentionally Left Blank)

**Board of Commissioners  
County Courthouse  
Noblesville, Indiana 46000**

---

## **Memorandum**

To: Hamilton County Public Safety Agencies, Partners and Stakeholders

From: Hamilton County Board of Commissioners

Date:

Re: Promulgation of the Hamilton County Comprehensive Emergency Management Plan

Hamilton County faces the threat of disasters and emergencies. To this end, government at all levels has a responsibility for the health, safety, and general welfare of its citizens.

It has been proven normal day-to-day procedures are sometimes not sufficient for effective disaster response, as extraordinary measures have to be implemented quickly if loss of life and property is to be kept to a minimum. The Hamilton County Comprehensive Emergency Management Plan (CEMP) considers key actions necessary to meet the challenges of emergency and disaster situations.

In keeping with Indiana Code 10-14-3, local jurisdictions are required to develop and keep current an emergency operations plan. The Hamilton County CEMP is the specified document and satisfies this requirement.

The Hamilton County CEMP shall outline the necessary steps for local government and emergency partners to:

- Fully understand their responsibilities as outlined by the document.
- Support activities related to the protection of personnel, equipment, and critical public records during times of disaster.
- Ensure the continuity of essential services, which may be needed during and after disasters.
- Build and foster strong relationships and collaboration with agencies, departments and personnel to build an effective emergency management system within Hamilton County.

Hamilton County Emergency Management has been designated as the primary agency responsible for the coordination and preparation of the CEMP. It shall be consistent with the National Response Framework, the National Incident Management System, as well as other key state and federal policies and standards.

This plan is effective \_\_\_\_\_.

---

Steven C. Dillinger  
Hamilton County Commissioner

---

Christine Altman  
Hamilton County Commissioner

---

Mark Heirbrandt  
Hamilton County Commissioner

## **Letter of Agreement**

The Hamilton County Comprehensive Emergency Management Plan (CEMP) establishes the basis for coordinating emergency activities for those areas within the county impacted by a disaster or emergency requiring supplemental assistance. The CEMP assumes a disaster or emergency overwhelms the capability of these areas and establishes the necessary protocols for seeking additional state or federal assistance should the event overwhelm local, municipal, or county resources.

The CEMP covers all four phases of emergency management: mitigation, preparedness, response, and recovery. The CEMP also makes considerations for homeland security issues by directing personnel and resources towards prevention and protection activities.

The CEMP is in a checklist format, which requires all local, municipal, and county agencies to develop and implement standard operating procedures or guides. These procedures and guides will define and express how tasks, functions, and activities will be accomplished in the CEMP. These procedures may be administrative, routine, or tactical in nature.

The CEMP uses the organizational structure supported by the National Incident Management System (NIMS). Resources are assigned depending on the type of needs the incident dictates. Resources are organized in this fashion for ease of direction, control, and coordination before, during, and after major events. For example, county agencies within public health and medical responsibilities may be grouped into Operations for response purposes and Planning for recovery purposes. Agencies are grouped into one or more Support Functions to assist in resource management and situational awareness. Support functions have lead agencies or entities responsible for the communication and coordination among key partners before, during, and after the plan is achieved.

Agencies included have agreed by resolution to support the CEMP and to carry out their assigned functional responsibilities. Additional entities not directly identified in the CEMP may also be called upon to support facilities, equipment, personnel, or other resource needs during a county response to an emergency or disaster event.

Local, Municipal, and County agencies further agree to support ongoing emergency planning efforts to include public safety and specialized training, ongoing maintenance and evaluation of the CEMP, as well as participating in an exercise program to ensure continual improvement.

## Hamilton County CEMP

---

Town of Arcadia  
William Cook, President

---

Town of Atlanta  
Abe Evans, President

---

City of Carmel  
Mayor James Brainard

---

Town of Cicero  
Dennis Schrump

---

City of Fishers  
Mayor Scott Fadness

---

City of Noblesville  
Mayor John Distlear

---

Town of Sheridan  
David Kinkead

---

City of Westfield  
Andy Cook

---

Mark Elder  
Emergency Management Advisory Council

---

Mark Bowen, Sheriff  
Hamilton County Sheriff's Office

---

Matthew Hoffman  
Hamilton County Fire Chief's Roundtable

---

Dawn Coverdale  
Hamilton County Auditor's Office

---

Kent Ward  
Hamilton County Surveyor's Office

---

Bryant Orem, Public Information Officer  
Hamilton County Sheriff's Office

---

Thomas Sivak, Executive Director  
Hamilton County Emergency Management

---

Bradley Davis, Director  
Hamilton County Highway Department

## Hamilton County CEMP

---

Tim Monger, President & CEO  
Hamilton County Alliance

---

Michael Snowden  
Hamilton County Communications

---

Barry McNulty  
Hamilton County Health Department

---

George Kehl  
Hamilton County Public Safety Board

---

Mark Irving  
Duke Energy

**Record of Changes**

<b>Number (ID)</b>	<b>Description</b>	<b>Date</b>	<b>Authorized Signature</b>

**Record of Distribution**

<b>Number (ID)</b>	<b>Description</b>	<b>Date</b>	<b>Authorized Signature</b>



## Table of Contents

Memorandum .....	3
Letter of Agreement .....	4
Record of Changes .....	7
Table of Contents .....	9
Introduction .....	11
Support Function Annex .....	40
Support Functions .....	42
Support Function Annex Contents.....	47
Support Function Descriptions .....	49
Support Function Checklists .....	127
Hazard-Specific Annex .....	140
Hazard-Specific Information .....	142
Hazard Specific Summaries.....	144
Considerations Annex .....	150
Considerations Annex Information.....	152
Considerations Appendixes Contents: .....	156
Man-Made Disaster Considerations.....	158
Natural Disaster Considerations .....	172
Mass Care Considerations.....	190
Appendices.....	199
Appendices Information.....	201
Appendices Contents .....	203
Charts .....	205
Figures.....	214
Abbreviations & Acronyms .....	221
Glossary .....	230

(Intentionally Left Blank)

## I. INTRODUCTION

### A. Mission

This mission of the Hamilton County Comprehensive Emergency Management Plan (CEMP) is to coordinate emergency management and public safety activities to protect the people, property, and the environment of Hamilton County, Indiana during an emergency or disaster, or special event.

### B. Purpose

The purpose of the CEMP is to be the comprehensive guide for countywide preparedness, response, recovery, and mitigation activities. The CEMP considers the direct coordination and support from local, municipal, and county agencies, departments and other organizations activated during emergencies or disasters. This plan is the disaster emergency plan as mandated by Indiana Code 10-14-3-17 (h).

### C. Scope

The CEMP shall address all hazards, which may occur in Hamilton County through effective coordination and communication among responding local agencies.

The CEMP clearly explains Hamilton County's ability to prepare for, respond to, and recover from disaster/emergencies and also provides for:

1. A comprehensive general guide for the effective use of government, private sector and volunteer resources
2. An outline for local government responsibilities in relation to federal and state disaster assistance programs and applicable disaster laws

This plan replaces the Hamilton County Comprehensive Emergency Management Plan promulgated in December 2013.

### D. Situations and Assumptions

#### 1. Situations

Many hazards threaten Hamilton County, which may cause emergencies and disasters in all or part of the jurisdiction. Specific characteristics, such as population distribution, land development, weather patterns, and topography all promote unique challenges for managing emergencies and disasters

Hamilton County has the following unique attributes:

- a) Hamilton County is located in the north-central portion of the State of Indiana.

- b) According to an estimate in 2013 from the U.S. Census Bureau, Hamilton County has a population of approximately 296,693 people, making it the 4<sup>th</sup> largest county by population.
- c) Hamilton County has Interstate 69 running through the southern central area across to the east side of the county. The other major roadways are US 31, which runs north and south through the middle of the county, and State Road 37, which runs from the southeast to the northeast end of the county. Both of these roadways connect various communities within the county.
- d) Although there are no major waterways in the county used for commercial or business enterprise, Hamilton County is well known for its two recreational bodies of water. The Morse Reservoir in the center of the county, and the Geist Reservoir is the southeast portion of the county. Both popular attractions for boating and residential areas.
- e) The White River runs through Hamilton County from the east down to the south central end of the county. The White River has been a major flood threat in the past.
- f) There are no Class 1 railroads that run through Hamilton County.
- g) Hamilton County's predominant land use is agriculture. 68% of the County is in grain, livestock, nursery, or timber farming. The majority of the farmland is Hamilton County is located in the northern third of the County in Adams Township, Jackson Township, and White River Township as well as in the communities of the Town of Atlanta, Town of Arcadia, and Town of Sheridan. Residential development is currently 20% of the total land use in Hamilton County and is predominately concentrated in the southern third and central areas of the County in the City of Carmel, City of Fishers, and the City of Noblesville.
- h) The County has a diverse and vibrant economic base with employment strengths in medical products and services, finance/insurance, corporate headquarters, and entrepreneurial technology companies.
- i) Hamilton County has a total area of 403 square miles of which 398 square miles is land and 5 square miles is water.
- j) The increasing infrastructure and population density in the southern 1/3 of the county has expanded to the middle 1/3 of the county.

## 2. Key Planning Assumptions

In order for successful preparedness and response operations to take place, the following key assumptions are listed as a means to gauge participation and support provided by stakeholders at all levels of government:

- a) Hamilton County and each of its municipalities have capabilities including manpower, equipment, supplies, and skills to ensure the preservation of lives and property in the event of an emergency or disaster.
- b) Local municipalities will exhaust resources and capabilities including mutual aid before requesting the assistance from the County. If the existing capabilities of the County are exceeded assistance may be requested from the Indiana Department of Homeland Security (IDHS).
- c) Hamilton County is one of the counties that comprise Indiana Department of Homeland Security District 5. Indiana has established a total of 10 districts and has assigned a District Coordinator to each. The District Coordinator may be called upon for consultation and assistance, as well as act as the direct link between the Hamilton County and the State's Emergency Operations Center (SEOC). (Capabilities exceeded reach out to district in which Hamilton County is affiliated).
- d) Hamilton County Emergency Management will administer the emergency management program for the county and will coordinate with operations during emergency situations. The Hamilton County EOC will act as the central point of communication and coordination for local public safety personnel in emergency situations. The EOC may be referred to and can assume the responsibilities of a Multi-Agency Coordination Center or MACC.
- e) Hamilton County may seek additional resources through mutual aid, pre-establishing such agreements with those entities having the capability and resources to assist in mission essential tasks. The County may also utilize the statewide mutual aid agreement as outlined in Indiana Code 10-14-3-10.6.
- f) Subject to appropriate declarations made by the Hamilton County and the State of Indiana, the federal government may provide funds and assistance to the county and municipalities if impacted by an emergency or disaster. Federal assistance will be requested when disaster relief resources of Hamilton County and the State of Indiana have been exhausted.
- g) Coordination and collaboration with all applicable state and federal agencies that render assistance will be given to ensure an expedited response and recovery process.
- h) Training, exercise and evaluation of essential municipalities, county agencies and departments will be an ongoing priority to ensure the effective use of resources and personnel activated during response operations.

### 3. Target Capabilities

In December 2003, the President issued Homeland Security Presidential Directive (HSPD)-8 to establish national policy to strengthen the preparedness of the United States to prevent, protect against, respond to, and recover from terrorist attacks, major disasters, and other emergencies. HSPD-8 required the development of the National Preparedness Guidelines (the Guidelines). The Guidelines define what is meant for the Nation to be prepared by providing a vision for preparedness, establishing national priorities, and identifying target capabilities. The Guidelines adopt a Capabilities-Based Planning process supported by three planning tools: the National Planning Scenarios, Target Capabilities List (TCL), and Universal Task List (UTL). They can be viewed online at <https://www.llis.dhs.gov>.

The Target Capabilities List describes the capabilities related to the four homeland security mission areas: Prevent, Protect, Respond, and Recover. It defines and provides the basis for assessing preparedness. It also established national guidance for preparing the Nation for major all-hazards event, such as those defined by the National Planning Scenarios. Currently, there are five common core capabilities: prevention, protection, mitigation, response, and recovery. Additionally, there are 31 Target Capabilities.

## E. Organization

The Hamilton County CEMP is comprised of the Basic Plan and supplemental appendixes integrated through support functions.

### 1. Support Function Annex

This section defines the support function structure that includes tasks in a checklist format covering the four phases of emergency management.

### 2. Hazard-Specific Annex

This section describes Hamilton County's preparedness and response activities as they relate to specific hazards. These include: floods, mass evacuations, mass fatalities, snow emergencies, and terrorism incidents.

### 3. Considerations Annex

This section provides documents of which can provide guidance through considerations for the following: Man-Made Disasters, Natural Disasters, and Mass Care responsibilities.

#### 4. Appendices

This section provides additional materials and information such as acronyms, definitions, and diagrams, which provide a better understanding of the overall CEMP and its various sections.

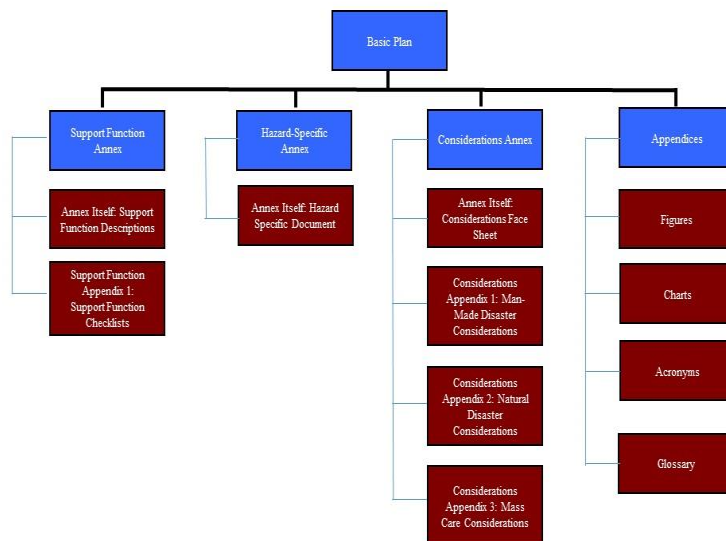


Figure 1: CEMP Organizational Chart

#### F. Limitations

Hamilton County will endeavor to make every reasonable effort to respond to emergency incidents. However, depending on the type/severity of an incident, local resources and public safety services may be overwhelmed.

There is no guarantee implied by the CEMP that a perfect response to emergency incidents will be practical or possible.

## II. AUTHORITIES

Federal, state, and local statutes and their implementing regulations establish legal authority for the development and maintenance of emergency and disaster plans. The following laws and directives are the basis for the legal authority for the Comprehensive Emergency Management Plan.

## Hamilton County CEMP

### A. Federal

1. Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 United States Code (USC) 5121 et seq
2. Homeland Security Act of 2002
3. Public Health Security and Bioterrorism Preparedness and Response Act
4. Homeland Security Presidential Directive 5
5. Homeland Security Presidential Directive 7
6. Homeland Security Presidential Directive 8
7. Homeland Security Presidential Directive 9
8. Homeland Security Presidential Directive 21
9. Post Katrina Reform Act of 2006
10. United States Department of Homeland Security, National Incident Management System (NIMS) December 2008
11. National Response Framework (NRF), January, 2008
12. Overview Support Functions, January, 2008
13. Sandy Recovery Improvement Act 2013
14. National Preparedness Report 2012
15. Superfund Amendment Re-Authorization Act (SARA Title III)

### B. State

1. Indiana Code 10-14-3, Emergency Management and Disaster Law
2. Indiana Code 10-14-5, Emergency Management Assistance Compact

### C. Local

1. Hamilton County Code of Ordinance Title 10 Article 14
2. Hamilton County Comprehensive Emergency Management Plan



### **III. CONCEPT OF OPERATIONS**

#### **A. General**

All emergency events originate at the local level. To that end, Hamilton County will make every effort to ensure the most effective, efficient usage and application of materials, resources, and personnel. Should an event exceed the capabilities of the county, Hamilton County shall attempt to acquire these resources from District 5 agencies or from the Indiana Department of Homeland Security.

#### **B. Incident Management and the National Incident Management System**

The National Incident Management System (NIMS) provides a unified approach to incident command, standard command and management structures and an emphasis on preparedness, mutual aid, and resource management. NIMS is structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance & administration. NIMS implementation includes process, operational, and technical standards integrated into emergency response plans, policies, and procedures.

NIMS establishes the Incident Command System (ICS) as the organizational structure to be implemented to effectively and efficiently command and manage domestic incidents, regardless of cause, size or complexity. The ICS structure is a standardized, on scene, all-hazard incident management concept that provides an integrated organizational structure that is able to adapt to the complexities and needs of a single or multiple incidents regardless of jurisdictional boundaries.

Hamilton County has adopted NIMS as the standard for incident management with the Hamilton County Proclamation 9-26-05-2. This was accomplished through each community providing a resolution to adopt NIMS as well.

NIMS doctrine allows the responder to expand or contract based on the situation, while maintaining unity of command and span of control.

#### **C. Multi-Agency Coordination**

Evolution of the size and complexity of hazards and threats has demonstrated the need for effective planning and coordinated emergency response. Most major emergencies and disasters will have no geographical, economical or social boundaries. Likewise significant events will also involve multiple jurisdictions, agencies, and organizations.

In order to effectively manage and focus efforts of a multiple-agency coordination system, Hamilton County has adapted its planning and response capability based on the following:

## 1. Local Emergency Planning Committee

Emergencies and disasters can produce issues that require prompt decisions to serve both short and long-term emergency management needs. At times, these decisions require senior local officials in consultation with the Hamilton County Emergency Management Executive Director to work through governmental issues, local law, and jurisdictional impacts. The Local Emergency Planning Committee (LEPC) would be the primary body, in critical disaster situations where these situations are addressed. It should be noted, not all emergency situations would require the convening of the local LEPC. The local emergency management executive director who will call the Planning Committee together will evaluate situations that have been devastating to life safety, financial, or other physical impacts.

Composition of the Planning Committee may vary, depending on the nature and scope of the situation but will commonly be comprised of such agencies as the local emergency management, county commissioners, local mayor(s), health department, county highway department, local law enforcement, and local fire services.

## 2. Support Functions (SF)

Support Functions provide support, resources, program implementation, and services to meet specific challenges and responsibilities with the preparedness, response, recovery, and mitigation phases of emergency management.

All municipalities, by signing and agreeing tenets outline in the CEMP, have agreed to provide their full support to emergency operations as required or needed.

Each SF is responsible for developing written standard operating procedures (SOPs) to support their roles and responsibilities as defined by the local CEMP. Each SF must also ensure that they maintain an appropriate level of training, participation in exercises and establish periodic testing and evaluation of their internal plans.

Table 1: Local Level Event Support Function Coordinating & Supporting Agencies

Transportation Support Function		
Name of Location	Coordinating Agency	Supporting Agencies
Arcadia	Arcadia Department of Public Works	<ul style="list-style-type: none"> <li>Hamilton County Emergency Management</li> <li>Hamilton County Sheriff's Department</li> </ul>
Atlanta	Atlanta Utilities	
Carmel	Carmel Street Department	
Cicero	Cicero Utilities	
Fishers	Fishers Department of Public Works	
Hamilton County (Unincorporated Areas)	Hamilton County Highway	

## Hamilton County CEMP

Noblesville	Noblesville Street Department	
Sheridan	Sheridan Street Department	
Westfield	Westfield Streets & Right-of-way Management	
Communications Support Function		
Name of Location	Coordinating Agency	Supporting Agencies
Arcadia	Hamilton County Public Safety Communications	<ul style="list-style-type: none"><li>Hamilton County Emergency Management</li><li>RACES</li></ul>
Atlanta	Hamilton County Public Safety Communications	
Carmel	Hamilton County Public Safety Communications	
Cicero	Hamilton County Public Safety Communications	
Fishers	Hamilton County Public Safety Communications	
Hamilton County (Unincorporated Areas)	Hamilton County Public Safety Communications	
Noblesville	Hamilton County Public Safety Communications	
Sheridan	Hamilton County Public Safety Communications	
Westfield	Hamilton County Public Safety Communications	
Public Works Support Function		
Name of Location	Coordinating Agency	Supporting Agencies
Arcadia	Arcadia Department of Public Works	<ul style="list-style-type: none"><li>Hamilton County Emergency Management</li><li>Hamilton County Highway Department</li><li>Drainage Board</li></ul>
Atlanta	Atlanta Utilities	
Carmel	City of Carmel Utilities	
Cicero	Cicero Utilities	
Fishers	Fishers Public Works	
Hamilton County (Unincorporated Areas)	Hamilton County Suveyor’s Office	
Noblesville	Noblesville Engineering Department	
Sheridan	Town of Sheridan Public Works	
Westfield	Westfield Public Works	
Fire/EMS/HAZMAT Support Function		
Name of Location	Coordinating Agency	Supporting Agencies
Arcadia	Jackson Fire Territory	<ul style="list-style-type: none"><li>Hamilton County Emergency Management</li><li>Hamilton County Health Department</li><li>Hamilton County Firefighter’s Roundtable</li><li>LEPC</li><li>Hazmat Taskforce</li></ul>
Carmel	Carmel Fire Department	
Cicero	Cicero Fire Department	
Fishers	Fishers Fire & Emergency Services	
Hamilton County (Unincorporated Areas)	<ul style="list-style-type: none"><li>Wayne Township Volunteer Fire Department</li><li>White River</li></ul>	

# Hamilton County CEMP

	Township Volunteer Fire Department	
Noblesville	Noblesville Fire Department	
Sheridan	Sheridan Fire Department	
Westfield	Westfield Fire Department	
Emergency Management Support Function		
Name of Location	Coordinating Agency	Supporting Agencies
Arcadia		Hamilton County Emergency Management
Atlanta		
Carmel	Local Emergency Operations Center	
Cicero		
Fishers	Local Emergency Operations Center	
Hamilton County (Unincorporated Areas)		
Noblesville		
Sheridan		
Westfield		
Mass Care Support Function		
Name of Location	Coordinating Agency	Supporting Agencies
Arcadia	Local First Responding Agencies	<ul style="list-style-type: none"><li>American Red Cross</li><li>Boys and Girls Club</li><li>COAD</li><li>Duke Energy</li><li>Good Samaritan Network</li><li>Hamilton County Emergency Management</li><li>Hamilton County Health Department</li><li>Hamilton County School Districts</li><li>Hamilton County Sheriff’s Office</li><li>I-CART</li><li>Inner-Faith Services</li><li>Monon Center</li><li>Municipal Law Enforcement</li><li>RACES</li><li>Salvation Army</li><li>Township Offices</li><li>United Way</li><li>VOAD</li><li>YMCA</li></ul>
Atlanta	Local First Responding Agencies	
Carmel	Local First Responding Agencies	
Cicero	Local First Responding Agencies	
Fishers	Local First Responding Agencies	
Hamilton County (Unincorporated Areas)	Local First Responding Agencies	
Noblesville	Local First Responding Agencies	
Sheridan	Local First Responding Agencies	
Westfield	Local First Responding Agencies	
Resource Support Function		
Name of Location	Coordinating Agency	Supporting Agencies
Arcadia		<ul style="list-style-type: none"><li>Hamilton County Emergency Management</li></ul>
Atlanta		

## Hamilton County CEMP

Carmel		<ul style="list-style-type: none"><li>Hamilton County Auditor’s Office</li><li>Hamilton County Surveyor’s Office</li><li>Hamilton County Health Department</li></ul>
Cicero		
Fishers		
Hamilton County (Unincorporated Areas)		
Noblesville		
Sheridan		
Westfield		
Medical Support Function		
Name of Location	Coordinating Agency	Supporting Agencies
Arcadia		<ul style="list-style-type: none"><li>Hamilton County Emergency Management</li><li>Hamilton County Health Department</li></ul>
Atlanta		
Carmel	<ul style="list-style-type: none"><li>IU Health North Hospital</li><li>Franciscan St. Francis Health</li><li>St. Vincent Carmel Hospital</li></ul>	
Cicero		
Fishers	<ul style="list-style-type: none"><li>St. Vincent Fishers Hospital</li><li>IU Health Saxony</li></ul>	
Hamilton County (Unincorporated Areas)		
Noblesville	<ul style="list-style-type: none"><li>Riverview Health</li></ul>	
Sheridan		
Westfield		
Agriculture Support Function		
Name of Location	Coordinating Agency	Supporting Agencies (County)
Arcadia		<ul style="list-style-type: none"><li>Hamilton County Emergency Management</li><li>Hamilton County Sheriff’s Office Animal Control</li><li>The Humane Society for Hamilton County</li><li>United Way</li></ul>
Atlanta		
Carmel		
Cicero		
Fishers		
Hamilton County (Unincorporated Areas)		
Noblesville		
Westfield		
Energy Support Function		
Name of Location	Coordinating Agency	Supporting Agencies (County)
Arcadia		<ul style="list-style-type: none"><li>Hamilton County Emergency Management</li><li>Vectren Gas</li><li>Duke Energy</li><li>American Electric Power</li></ul>
Atlanta		
Carmel		
Cicero		
Fishers		

## Hamilton County CEMP

Hamilton County (Unincorporated Areas)		
Noblesville		
Sheridan		
Westfield		
Public Safety and Security Support Function		
Name of Location	Coordinating Agency	Supporting Agencies (County)
Arcadia	Arcadia Police Department	<ul style="list-style-type: none"><li>Hamilton County Emergency Management</li><li>Hamilton County Sheriff's Office</li><li>Hamilton County Health Department</li></ul>
Atlanta	Hamilton County Sheriff's Office	
Carmel	Carmel Police Department	
Cicero	Cicero Police Department	
Fishers	Fishers Police Department	
Hamilton County (Unincorporated Areas)	Hamilton County Sheriff's Office	
Noblesville	Noblesville Police Department	
Sheridan	Sheridan Police Department	
Westfield	Westfield Police Department	
Long Term Recovery Support Function		
Name of Location	Coordinating Agency	Supporting Agencies (County)
Arcadia	Town of Arcadia	<ul style="list-style-type: none"><li>Hamilton County Emergency Management</li></ul>
Atlanta	Town of Atlanta	
Carmel	City of Carmel	
Cicero	Town of Cicero	
Fishers	City of Fishers	
Hamilton County (Unincorporated Areas)		
Noblesville	City of Noblesville	
Sheridan	Town of Sheridan	
Westfield	City of Westfield	
	United Way	
Public Information Support Function		
Name of Location	Coordinating Agency	Supporting Agencies (County)
Arcadia	Town of Arcadia	<ul style="list-style-type: none"><li>Hamilton County Emergency Management</li><li>Hamilton County Sheriff's Office</li><li>Public Information Officer</li></ul>
Atlanta	Town of Atlanta	
Carmel	City of Carmel	
Cicero	Town of Cicero	
Fishers	City of Fishers	
Hamilton County (Unincorporated Areas)		
Noblesville	City of Noblesville	
Sheridan	Town of Sheridan	
Westfield	City of Westfield	

Table 2: County Level Event Support Function Coordinating & Supporting Agencies

Transportation Support Function		
Coordinating Agency	Supporting Agencies	General Functions
<ul style="list-style-type: none"> <li>Hamilton County Emergency Management</li> <li>Hamilton County Highway Department</li> <li>Hamilton County Sheriff's Department</li> <li>Hamilton County Community Service Agency</li> </ul>	<ul style="list-style-type: none"> <li>Indiana Department of Transportation (INDOT)</li> <li>National Transportation Safety Board (NTSB)</li> </ul>	Local public road support; Transportation safety; Restoration/recovery of transportation infrastructure; movement restrictions; damage and impact assessment
Communications Support Function		
Coordinating Agency	Supporting Agencies	General Functions
<ul style="list-style-type: none"> <li>Hamilton County Emergency Management</li> <li>HCARES</li> <li>RACES</li> <li>Hamilton County Communications</li> </ul>	<ul style="list-style-type: none"> <li>Web EOC</li> <li>State EOC</li> <li>Indianapolis Area Radio &amp; Television Stations</li> <li>National Warning System</li> <li>Emergency Alter System</li> <li>All area newspapers</li> </ul>	Coordination with telecommunications and information technology industries; Restoration and repair of communications infrastructure; Protect, restore, and sustain national information technology resources
Public Works Support Function		
Coordinating Agency	Supporting Agencies	General Functions
<ul style="list-style-type: none"> <li>Hamilton County Emergency Management</li> <li>Hamilton County Surveyor's Office</li> <li>Hamilton County Highway Department</li> <li>Drainage Board</li> </ul>	<ul style="list-style-type: none"> <li>Local, State, and Regional Public Works Agencies</li> </ul>	Infrastructure protection and emergency repair; Infrastructure restoration; engineering services and construction management; Critical infrastructure liaison
Fire/EMS/HAZMAT Support Function		
Coordinating Agency	Supporting Agencies	General Functions
<ul style="list-style-type: none"> <li>Hamilton County Emergency Management</li> <li>Hamilton County Health Department</li> <li>Hamilton County Firefighter's Roundtable</li> </ul>	<ul style="list-style-type: none"> <li>Area Local Healthcare Facilities</li> <li>District 5 Mutual Aid</li> <li>IDHS Mutual Aid</li> <li>American Red Cross</li> </ul>	Firefighting, EMS, and HAZMAT, and Special operations support; Task Force support
Emergency Management Support Function		
Coordinating Agency	Supporting Agencies	General Functions
<ul style="list-style-type: none"> <li>Hamilton County Emergency Management</li> <li>American Red Cross</li> </ul>	<ul style="list-style-type: none"> <li>Web EOC</li> <li>State EOC</li> <li>IDHS Support</li> </ul>	Coordination of incident management and response efforts; Issuance of mission assignments; Resource and human capital
Mass Care Support Function		
Coordinating Agency	Supporting Agencies	General Functions
<ul style="list-style-type: none"> <li>American Red Cross</li> <li>Hamilton County Emergency Management</li> <li>Hamilton County Health Department</li> <li>Salvation Army</li> <li>United Way</li> </ul>	<ul style="list-style-type: none"> <li>Boys and Girls Club</li> <li>COAD</li> <li>Duke Energy</li> <li>Good Samaritan Network</li> <li>Hamilton County School Districts</li> <li>Hamilton County Sheriff's Office</li> </ul>	Mass care/shelter; Emergency assistance; Disaster housing; Human services

## Hamilton County CEMP

	<ul style="list-style-type: none"> <li>Indiana Crisis Assistance Response Team (I-CART)</li> <li>Inner-Faith Services</li> <li>Monon Center (Carmel Parks and Recreation)</li> <li>Municipal Law Enforcement</li> <li>RACES</li> <li>Township Offices</li> <li>VOAD</li> <li>YMCA</li> </ul>	
<b>Resource Support Function</b>		
<b>Coordinating Agency</b>	<b>Supporting Agencies</b>	<b>General Functions</b>
<ul style="list-style-type: none"> <li>Hamilton County Emergency Management</li> <li>Hamilton County Auditor's Office</li> <li>Hamilton County Surveyor's Office</li> </ul>	<ul style="list-style-type: none"> <li>Private Enterprises</li> <li>Good Samaritan</li> <li>VOAD</li> <li>American Red Cross</li> <li>Team Rubicon</li> </ul>	Resource Support (facility space, office equipment, and supplies, contracting services, etc.); Financial management of long-term and recovery needs
<b>Medical Support Function</b>		
<b>Coordinating Agency</b>	<b>Supporting Agencies</b>	<b>General Functions</b>
<ul style="list-style-type: none"> <li>Hamilton County Emergency Management</li> <li>Hamilton County Health Department</li> </ul>	<ul style="list-style-type: none"> <li>MESH</li> <li>Indiana District 5 Hospital Preparedness Planning Committee</li> </ul>	Medical care; Medical support; Mental health care; Special populations care
<b>Agriculture Support Function</b>		
<b>Coordinating Agency</b>	<b>Supporting Agencies</b>	<b>General Functions</b>
<ul style="list-style-type: none"> <li>Hamilton County Emergency Management</li> <li>Hamilton County Sheriff's Office Animal Control</li> <li>The Humane Society for Hamilton County</li> </ul>	<ul style="list-style-type: none"> <li>Other Humane Societies</li> <li>ASPCA</li> <li>State Veterinary Hospitals</li> <li>Purdue University School of Veterinary Medicine</li> <li>United Way</li> </ul>	Domestic agriculture support; Animal disease/pest response; Food Safety and security; Pet emergency care
<b>Energy Support Function</b>		
<b>Coordinating Agency</b>	<b>Supporting Agencies</b>	<b>General Functions</b>
<ul style="list-style-type: none"> <li>Hamilton County Emergency Management</li> <li>Vectren Gas</li> <li>Duke Energy</li> <li>Cinergy PSI</li> <li>American Electric Power</li> </ul>	<ul style="list-style-type: none"> <li>Other utility agencies</li> <li>NIPSCO</li> <li>REMC</li> <li>Indianapolis Power and Light</li> <li>IWC</li> <li>Marathon Pipelines</li> <li>Midwest ISO</li> </ul>	Energy infrastructure assessment, repair, and restoration; Energy industry utilities coordination; Emergency utilities restructuring and transfer
<b>Public Safety and Security Support Function</b>		
<b>Coordinating Agency</b>	<b>Supporting Agencies</b>	<b>General Functions</b>
<ul style="list-style-type: none"> <li>Hamilton County Emergency Management</li> <li>Hamilton County Sheriff's Office</li> <li>Hamilton County Health Department</li> </ul>	<ul style="list-style-type: none"> <li>Indiana State Police</li> <li>IMPD</li> <li>Indiana State Health Department</li> <li>IDHS</li> <li>Indiana National Guard</li> <li>American Red Cross</li> </ul>	Law enforcement and military assistance; Public safety support; Security planning and technical resources assistance; escort support; traffic, crowd, and evacuation support
<b>Long Term Recovery Support Function</b>		



## Hamilton County CEMP

Coordinating Agency	Supporting Agencies	General Functions
<ul style="list-style-type: none"> <li>Hamilton County Emergency Management</li> <li>United Way</li> </ul>	<ul style="list-style-type: none"> <li>IDHS</li> <li>American Red Cross</li> <li>Hamilton County Alliance</li> </ul>	Economic community impact assessment; Long-term community recovery assistance to State/local governmental
<b>Public Information Support Function</b>		
Coordinating Agency	Supporting Agencies	General Functions
<ul style="list-style-type: none"> <li>Hamilton County Emergency Management</li> <li>Hamilton County Sheriff's Office</li> <li>Public Information Officer</li> </ul>	<ul style="list-style-type: none"> <li>Websites</li> <li>RACES</li> <li>Social Media</li> <li>Print sources</li> <li>Indy news agencies</li> <li>Public meetings</li> <li>Public radio stations</li> </ul>	Public information and awareness support; educate communities about emergency management

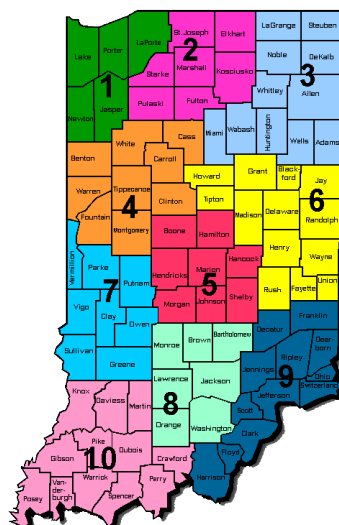
### 3. Homeland Security District Collaboration

The Indiana Department of Homeland Security has divided the state into 10 Homeland Security Districts. Each district is comprised of multiple counties and in turn, multiple organizations, emergency disciplines and agencies.

Together, the counties within a single district provide a tremendous opportunity for local jurisdictions such as Hamilton County to focus on common preparedness goals and objectives to meet local, state, and national public safety needs.

In turn, Hamilton County and many other jurisdictions benefit from sharing resources, eliminating redundancy in critical response functions and coordinating supplemental planning, training, and exercise activities.

Hamilton County is a part of the District 5 in central Indiana, along with Boone, Hancock, Hendricks, Marion, Johnson, Morgan, and Shelby Counties.



For each of the 10 districts, IDHS has appointed a District Coordinator to serve as a liaison between local jurisdictions and the state. A District Coordinator may also act as a direct link to the State EOC to relay incident specific information, as well as communicate critical resource needs.

In addition to the District Coordinator, a more formalized structure has been established for each of the 10 Districts. While overall organization and composition may vary, each district uses the following three components:

a) District Planning Councils (DPC)

The DPC Program was developed to assist each of Indiana's 10 IDHS Districts in planning, organizing and managing critical emergency response activities on a regional basis.

The District 5 DPC is comprised of representatives from each of the counties within the district. It has been a vital and driving force for securing funding and equipment as well as additional planning, training, and exercise opportunities.

b) District Response Task Force (DRTF)

A DRTF is a response assist designed to provide specialized response personnel and equipment to every Indiana County, enabling them to protect the public, the environment, and property during natural, technological, and homeland security related incidents. The composition of a DRTF will vary between Districts, depending upon the availability and capability of resources within each district.

c) District Planning Oversight Committee (DPOC)

A DPOC is established for each District to provide executive level oversight and support for the activities of the DPC. The DPOC will serve as the primary oversight entity for the formal appointment of the DPC members. DPOC membership is comprised of the President of the County Commissioners for each county in the district, the mayor or Town Board President of the most populated city or town for each county in the District, or other elected officials as deemed necessary by the DPOC, provided no one county has a majority on the committee.

The District 5 DPOC has been established and is actively involved in the overall organization and development of policy for the District 5 DPC and DRTF.

#### 4. Hamilton County Emergency Operations Center (EOC)

##### a) General

The Hamilton County EOC is the physical location where multi-agency coordination occurs and is managed by the Hamilton County Emergency Management. The Purpose of the County EOC is to provide a central coordination hub for the support of local emergency response activities and planned events. The County EOC can expand or contract as necessary to appropriately address the needs of an incident or special event. A table showcasing the activation levels can be located in the resource section.

Other communities within Hamilton County have the capabilities to establish their own Local Operations Center (LOC). Each LOC will be able to provide the Hamilton County EOC with updates, situation reports, and potential resources.

Level #	Name of Level	Description	Example
5	Daily Operations		
4	Limited Emergency Conditions	A situation has occurred or may occur to warrant further actions.	Tornado Watch
3	Active Emergency Conditions	A situation has occurred requiring limited activation of the Emergency Operations Center (County EOC).	Flooding
2	Significant Emergency Conditions	A situation has occurred requiring full activation of the County EOC.	Large Tornado
1	Full Emergency Conditions	A situation has occurred requiring full activation of the County EOC and policy level personnel including County Commissioners	Large Earthquake

Figure 3: County EOC Activation Levels

##### b) Structure and Organization

At the county level daily and routine functions are managed by the Emergency Management Executive Director and his or her staff. If an incident grows in terms of resource needs, the Hamilton County Emergency Management is responsible for requesting various levels of support. This may include personnel and equipment upon the needs of the Incident Commander.

All personnel reporting to and working within the County EOC will be organized and managed using the NIMS and ICS.

Local operational centers in Hamilton County follow a NIMS type structure. Once a local community has exhausted their resources, agencies will rely on the Hamilton County EOC to coordinate resources.

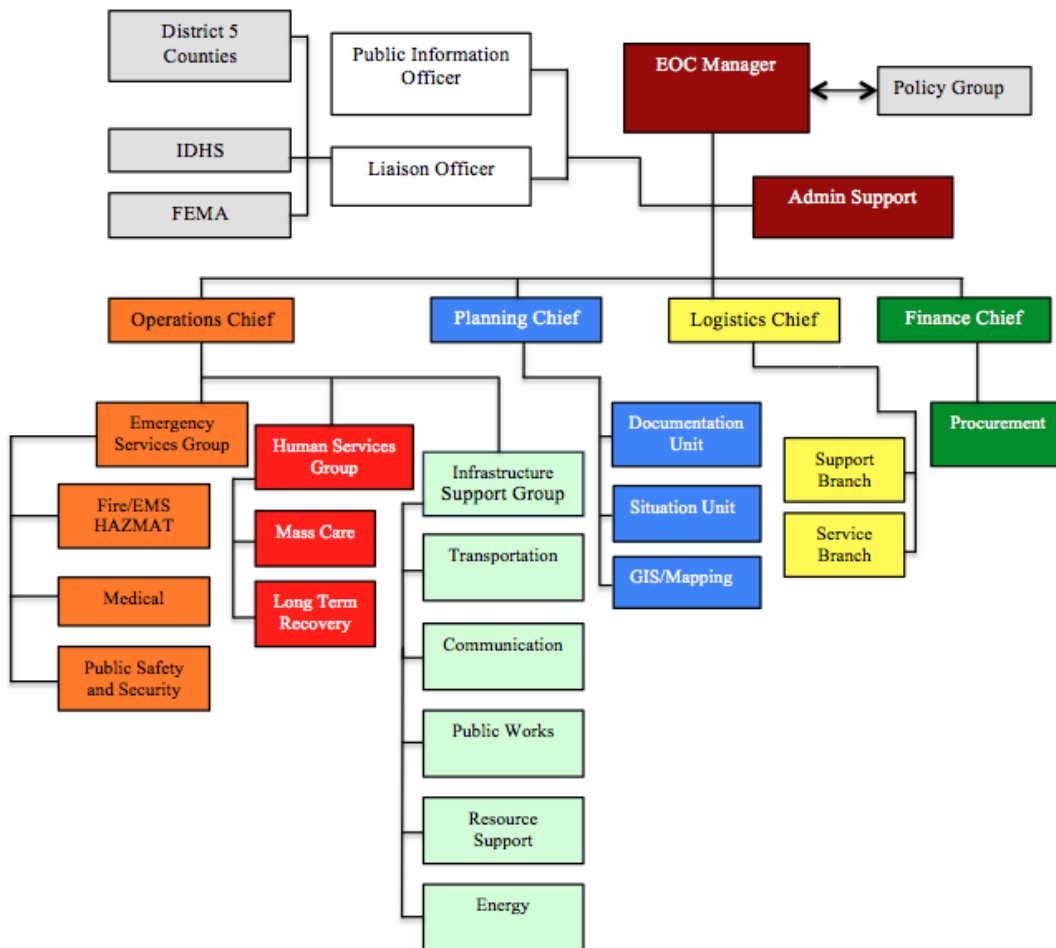


Figure 4: EOC Organization

#### c) Data collection and Dissemination

Hamilton County Emergency Management utilizes WebEOC for situational awareness and resource management. WebEOC provides public safety personnel from around Hamilton County with a common platform to share, analyze, and manage emergencies, special events, and disaster information throughout Hamilton County.

WebEOC serves as a collaborative tool and provides for a common operating picture and integration with the State EOC and their use of the same system for situational awareness, resource management, and mission tracking. The system is also used as a vital daily operations tool, providing a resource to organize, manage, and share information between key stakeholders and public safety partners.

d) Resource Management

In an emergency, disaster situation, or special event requests for resources will originate from the Incident or Unified Command established for the event or incident. Request flow from local jurisdictions to the Hamilton County EOC are analyzed and processed to determine how and if the requests can be met. If Hamilton County resource capabilities are inadequate or have been exhausted the County EOC will seek support from the State EOC.

Hamilton County has access to a resource list of current assets with the jurisdiction. The list follows NIMS resource typing and jurisdictional protocols.

e) Incident Management Teams (IMT)

District 5 has established an IMT comprised of various County Emergency Management staff and public safety personnel who, in the event of a major emergency or disaster within the district, can provide incident management support and expertise. This team will be activated through the normal disaster declaration process and will be focused on life safety, information collection, dissemination of information, and incident planning and prioritization.

5. Volunteer Coordination

The management of voluntary organizations and volunteers is critical for an efficient and effective response to a disaster. Hamilton County Emergency Management in collaboration with the local chapter of the Greater Indianapolis American Red Cross Hamilton County Chapter, the Chaplains Association, United Way of Hamilton County, the Seventh Day Adventists and other key groups have developed a roster and reporting system for established volunteers. For unsolicited volunteers Hamilton County Emergency Management has developed a protocol for identifying and providing temporary photo identification to personnel as well as managing and tracking personnel resources needed to stabilize or recover from an event.

6. Private Sector Coordination

Integration, collaboration and support from private businesses and industry before, during, and after an emergency situation are critical for successful response operations.

Hamilton County Agencies and Support Functions have established a number of agreements with local companies and business for resources. While the county cannot predict whether or not an emergency event will preclude these agreements from being activated, a key planning assumption for Hamilton County will be that the resources identified will be made available dependent upon the situation, the response, needs, and capabilities.

7. Other State and Federal Coordination

Hamilton County will make every effort to accommodate and extend collaboration to both state and federal assets and personnel that are formerly requested or deemed necessary for successful response operations. However, the County understands that an emergency situation may call for and demand extensive external resources and personnel to move toward recovery.

D. Public Information

During an incident or planned event, providing coordinated and timely public information is critical in helping an impacted community. Effective and accurate communication to the public about an incident can save lives and property, and can help ensure credibility and overall public trust. In Hamilton County, critical information necessary for public dissemination will be made available through various media outlets, including local television stations, local radio, print sources, web-based systems, and social media.

Hamilton County Emergency Management will identify a group of individuals responsible for managing and coordinating public information activities. Critical to this function is the establishment of a Joint Information Center (JIO), where key agencies and departments can provide PIO representatives to staff and effectively process, analyze, and provide information to the media and public.

E. Joint Continuity Planning

While the information below outlines Hamilton County's Continuity of Government plan each municipality is responsible for creating their own Continuity of Government plan, which outlines actions to take in the event of a

catastrophic event. Continuity Planning assures the preservation of our form of government under the Constitution and provides for the performance of essential functions under all emergency conditions and hazards. Specifically, Hamilton County has developed a Continuity of Government Plan for the multiple units of government found within the county and each essential emergency response and support agencies has been tasked to develop and adopt a Continuity of Operations Plan for their organizations.

The following is a description of each of these critical planning concepts as they relate to Hamilton County:

1. Continuity of Government (COG)

Within Hamilton County Emergency Management Ordinance Title 10 Article 14, a clear line of succession has been established for the purposes of declaring a local disaster emergency. The succession is as follows:

- a) Designated President of the Board of County Commissioners
- b) President Pro-term of the Board of County Commissioners
- c) Remaining Commissioner of Board of County Commissioners
- d) County Auditor
- e) County Clerk
- f) County Recorder
- g) County Director of Emergency Management

The COG plan outlines essential personnel, by position and function, and identifies the necessary actions to reconstitute governmental services.

2. Continuity of Operation Plans

In keeping with the continuity-planning concept, Hamilton County agencies have been asked to develop Continuity of Operation Plans (COOP) to identify essential personnel, establish emergency call-down procedures and pre-identify locations where county agencies and departments can come together to continue critical government services following an emergency or disaster event.

Hamilton County agencies have developed these plans. The local Emergency Management office in collaboration with IDHS provides technical support and assistance with other county agencies to develop, promulgate, and test all COOP developed.

Local municipalities are responsible for Continuity of Government and Continuity of Operations planning.

F. Emergency Management Phases – General Activities

Emergency management functions have four distinct phases: Mitigation, Preparedness, Response, and Recovery.

1. Mitigation

Hazard mitigation is defined as any sustained action to reduce or eliminate long-term risk to human life and property from hazards. Hazard mitigation planning and the subsequent implementation of resulting projects, measures, and policies is a primary mechanism in reducing hazards.

In recognition of the importance of planning in mitigation activities, FEMA has created HAZUS-MH (Hazards USA Multi-Hazard), a powerful geographic information system (GIS)-based disaster risk assessment tool. This tool enables communities of all sizes to predict the estimated losses from floods, hurricanes, earthquakes, and other related phenomena and to measure the impact of various mitigation practices that might help reduce those losses. The Indiana Department of Homeland Security has determined that HAZUS-MH should play a critical role in Indiana's community level risk assessments. The Multi-Hazard Mitigation Plan (MHMP) is a requirement of the Federal Disaster Mitigation Act of 2000. Hamilton County updated the MHMP in March 2006.

Hamilton County mitigation efforts started with the development of a County Hazard Analysis, identifying potential hazards that may threaten residents throughout the county as well as physical, financial, and social impacts that could be attributed to the identified hazards.

In conjunction to the Hazards Analysis, Hamilton County has developed a Multi-Hazard Mitigation Plan. This document prioritizes the potential hazards, provides historical and reference information, and outlines efforts or strategies for the reduction of these hazards.

Mitigation tasks have been identified in the Hamilton County CEMP for each Support Function. However, these tasks are general in nature, focusing on common needs, resources and activities. Common mitigation tasks shared by all Hamilton County partners include, but not limited to:

- a) Establish procedures used to educate and involve the public in mitigation programs



- b) Identify potential protection, prevention, and mitigation strategies for high-risk targets
- c) Establish procedures used to develop sector-specific protection plans
- d) Establish policy and directives to protect life and property within Hamilton County

## 2. Preparedness

The range of deliberate critical tasks and activities taken by a jurisdiction that are necessary to build, sustain, and improve operational capabilities to respond to and recover from emergencies and disasters.

Hamilton County's preparedness activities encompass a comprehensive program focusing on planning, training, and exercise, as well as resource identification and acquisition. Preparedness activities require an ongoing, coordinated effort from the public and private entities as well as individual citizens.

Common preparedness activities shared by all agencies include, but are not limited to:

- a) Delegate authorities and responsibilities for emergency actions
- b) Assign, designate, and/or procure personnel, facilities, equipment, and other resources to support emergency actions
- c) Training of personnel, including a program which tests and exercises essential equipment and emergency plans and procedures
- d) Sustaining the operability of facilities and equipment
- e) Implementation of plans or other preparations to facilitate response and recovery operations
- f) Establish a resource management system including inventory, deployment, and recovery capabilities

## 3. Response

Response can be defined as those immediate actions to save lives, protect property, the environment, and meet basic human needs. Response also

includes the execution of emergency plans and actions to support short-term recovery.

Common response tasks shared by all state agencies include, but are not limited to:

- a) Employ resources in order to save lives, protect property, environment, and preserve the social, economic, and political structures
- b) Establish and maintain situational awareness and a common operating picture for an incident
- c) Effectively coordinate response actions and demobilize personnel and resources

#### 4. Recovery

Those actions or programs implemented by a jurisdiction to restore a community's infrastructure, as well as the social and economic aspects of an effected area to a pre-disaster state.

Throughout Hamilton County, recovery efforts begin as response resources are activated. These recovery efforts are dependent upon the complexity of an incident and its impact on an area. For this reason, recovery takes place in two distinct levels:

- a) Short-term Recovery is defined as the immediate actions that overlap with response. These actions may include meeting essential human needs, restoring utility services, and reestablishing transportation routes.
- b) Long-term Recovery is defined, as elements commonly found, but not exclusively, outside the resources of Hamilton County. This level may involve some of the same short-term recovery action, which has developed in to a long-term need. Depending on the severity of the incident, long-term recovery may include the complete redevelopment of damaged areas. Long-Term Recovery is addressed and supported through the respective Support Function.

### IV. Financial Management and Administration

#### A. Introduction

This element provides financial management guidance to key agencies and departments throughout Hamilton County to ensure the appropriate state and local policies are administered effectively during the response and recovery phases of emergency management or disaster.

## B. Responsibilities

Hamilton County will make every effort to prepare for, respond to, and recover from any and all emergencies or disasters that impact the jurisdiction. However, large-scale emergencies and disasters may place financial obstacles on local public safety agencies and departments. As such, Hamilton County may make a Local Declaration of Disaster Emergency in accordance with the local Emergency Management Ordinance Article 10 Section 4. Making such a declaration initiates the appropriate legal channels for state and federal assets to filter into Hamilton County and begin the process of stabilization and eventual recovery.

If a declaration is made, the Executive Director of Hamilton County Emergency Management working closely with the Hamilton County Auditor and IDHS will ensure the following key tasks are complete:

1. Process disaster information relating to the loss of residential structures within the county
2. Process disaster information relating to the loss of private industry and businesses
3. Process disaster information relating to the loss of key pieces of critical infrastructure and essential services

It is also critical that all public safety agencies and departments in Hamilton County involved in emergency operations keep track of the hours worked by their staff, expenditures, and purchases made during the response and any and all damages or injuries that took place.

## C. Financial Management Operations

Each agency is responsible for providing its own financial services and support to its response operations in the field, as well as the recording and retention of all financial documentation.

The following key tasks for financial should be considered as a means to effectively support and manage funding for emergency activities:

1. Mitigation: Each local agency is required to use finances from their own budgets to mitigate potential emergency situations affecting their agency's ability to respond to and recover from emergency situations.
2. Preparedness: Each agency should prepare for future emergency budgets by studying past emergency responses and identifying needs not met by their current budget cycle. Contingencies, such as mutual aid and agency partnerships, should be established as a means to address unmet needs.

3. Response: Local agencies may be required to spend more than their allocated budget to effectively respond to the emergency. As local agencies begin their initial response operations, it may be necessary to prepare and submit a report on the estimated funding needs for the duration of the emergency response. The purpose of the estimates is to help establish the need for possible support from the state.
4. Recovery: Hamilton County Emergency Management will work with local municipalities, public safety agencies, county residents, and private companies and other community organizations to solicit funds through standard funding sources, donations, and through emergency disaster relief funds. Taken together, these potential monetary resources will promote both short and long-term recovery needs within Hamilton County.

D. Financial Records and Supporting Documentation

All public safety agencies and departments in Hamilton County involved in emergency operations must keep track of the hours worked by their staff, expenditures, and purchases made during response and any and all damages or injuries that took place. As financial information is collected, it should be processed using accepted county and state financial reporting protocols. In addition, by keeping such records, all county agencies must make these records available for review and potential audit.

E. Guidance for Financial Operations

Hamilton County Emergency Management will provide guidance and reference materials to county response agencies that will allow for support of financial operations for as it relates to emergency and disaster activities.

V. Plan Maintenance

A. General

The maintenance of the CEMP requires revisions and updates which reflect the evolving needs of emergency management throughout Hamilton County, the State of Indiana, and the United States. Additional information is also incorporated from After Action Reports (AARs) and Improvement Plans developed as a result of exercises or real-world emergency or disaster events.

This continual maintenance and review of the Hamilton County CEMP will be accomplished by meetings of Emergency Management representatives of the county support functions identified in this CEMP, and the Emergency Management Advisory Council.

B. Responsibilities

Hamilton County Emergency Management is responsible for the maintenance of the document in accordance with Indiana Code Title 10-14-3. Agencies included in the various Support Functions are responsible for ensuring the tasks outlined in the Support Functions of the CEMP are accurate and reflect their overall ability to manage, support, and deploy resources to perform lifesaving activities. Further updates, revisions, or maintenance to these tasks will be communicated to the Hamilton County Emergency Management integration into the CEMP.

### C. Frequency

Hamilton County Emergency Management Advisory Council, in coordination with other local agencies and stakeholders, will review the CEMP biannually and provide revisions and updates, as needed. An entire update of the CEMP will occur when instructed by the Hamilton County Emergency Management Advisory Council or the Indiana Department of Homeland Security.

### D. Testing, Evaluation, Assessment, and Corrective Action

The Homeland Security Exercise and Evaluation Program (HSEEP) is the national standard utilized for exercise design and implementation. HSEEP incorporates Core Capabilities and Target Capabilities List (TCL) as a standardized methodology to evaluate and document exercises and develop improvement plans.

#### 1. Testing

Individual Hamilton County agencies will be responsible for their own training programs. However, for training and coursework, related to emergency management and homeland security issues, Hamilton County Emergency Management will coordinate with IDHS to ensure local agencies and departments receive the necessary information and materials designated to increase the level of county preparedness, as well as to test and validate the local CEMP.

#### 2. Evaluation and Assessment

Validation of the CEMP is accomplished through evaluations and assessments of the tasks performed during an exercise and after each emergency or disaster where state resources are activated. The objective of this process is to identify performance strengths and deficiencies in order to develop the necessary corrective actions.

#### 3. Corrective Action

Corrective actions are recommended improvements discovered after an exercise, and/or an emergency or disaster. These recommendations are compiled in an After Action Report (AAR) and developed into a corresponding improvement plan with the necessary corrective actions. The

## Hamilton County CEMP

CEMP will be updated and revised to reflect the results of the AAR and improvement plan.

(Intentionally Left Blank)

HAMILTON COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

**Support Function Annex**



(Intentionally Left Blank)

## **Support Functions**

### **A. Background**

The National Response Framework (NRF) is the principle-guiding document for agencies and organizations that have key functions and responsibilities in the protection and preservation of life and property for both emergency and disaster situations. The effectiveness of the NRF is dependent upon the adoption and integration of the doctrine's basic concepts, structure, and planning principles by state and local emergency management and homeland security counterparts. As a result, Hamilton County following the lead by IDHS has uniquely developed thirteen support functions (SF) that, while with adjustment to each phase, are similar with those found in the NRF. These designated SF are deployed during activations of the Hamilton County Emergency Operations Center (EOC), as well as for deployments to disaster or emergency locations. Coordination by Hamilton County Emergency Management, these SFs can be configured to expand and contract as necessary to provide the appropriate level of response to disasters or emergencies that impact the jurisdiction. The Concept of Operations (COP) for the Comprehensive Emergency Management Plan (CEMP) provides additional information on how SFs might be utilized.

While the NRF and the CEMP use similar Support Functions, certain planning considerations or operations may call for additional functions to be added (i.e. donations and volunteer management, radiological support, evacuation, etc.). Most of these considerations for the Hamilton County CEMP are incorporated by the thirteen functions that follow. It is important to note that not every phase includes all 13 functions. Hamilton County Emergency Management has specified which functions would apply to each phase and eliminated those, which do not appropriately apply to said function.

### **B. Support Functions Definition and Concept**

A SF can be defined as a grouping of government, non-government, and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents.

Within Hamilton County, an SF acts as a structured group of tasks and resources, brought together to effectively manage the impacts of an emergency or disaster within the county. Similar to the NRF, however, the Hamilton County's SFs are typically comprised of multiple agencies and departments that have similar roles, responsibilities, resources, authority, and training.

C. Activity Checklist

Within each of the four phases, a series of tasks have been developed that outline those activities to be completed before, during, and after an emergency, disaster, or special event for each Support Function. These tasks are provided as a means for an agency or department to effectively gauge their ability to meet the demands and challenges facing them in emergency or disaster situations. It will be the responsibility of the agencies to ensure the assigned tasks accurately depict their capability to manage, support, and deploy resources when activated.

D. Procedures and Guidance for SFs

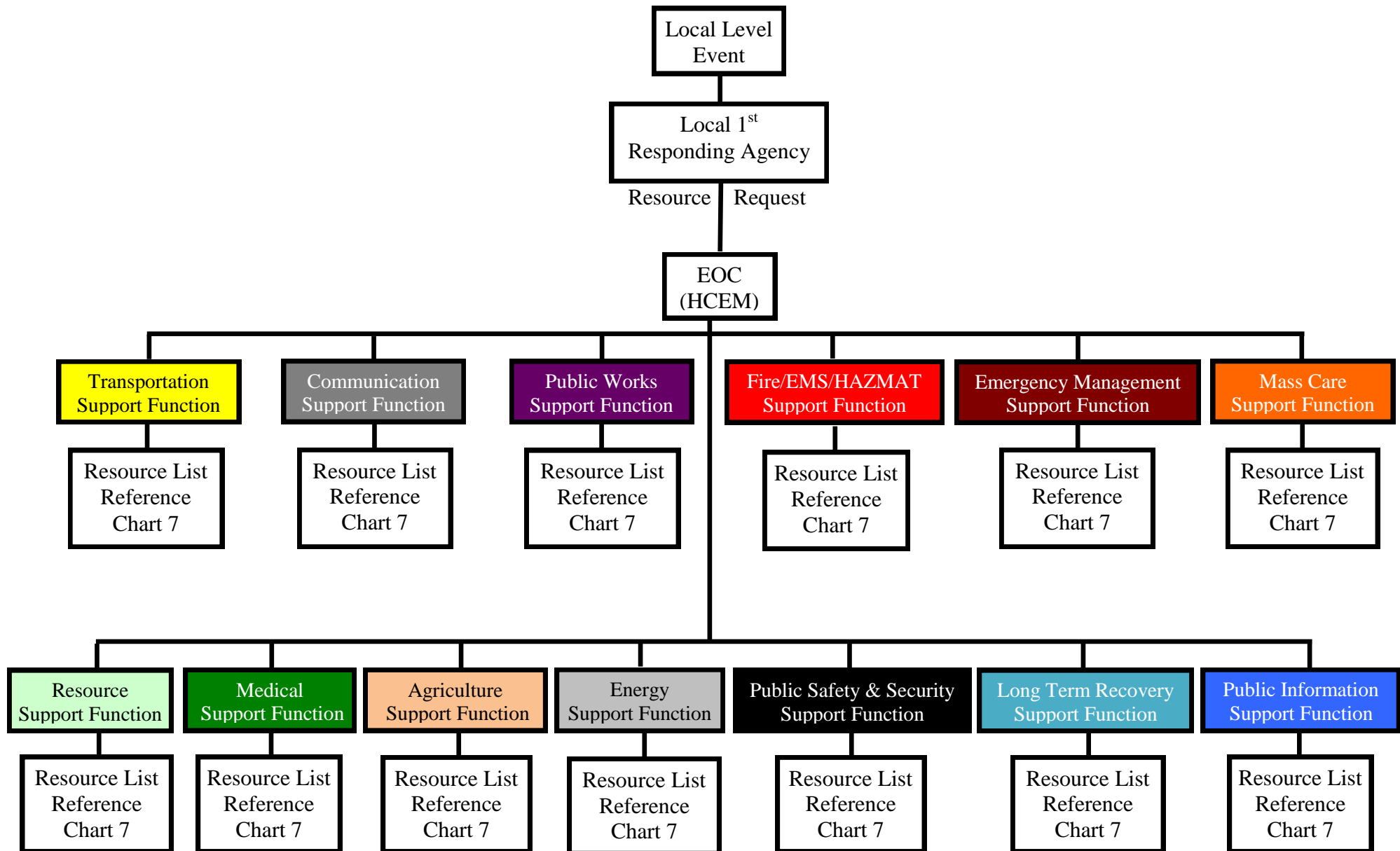
Each of the agencies will be required to develop standard operating procedures (SOPs) and/or Standard Operating Guides (SOGs) for those specific functions that they are responsible for. The tasks described in the CEMP identify what needs to be accomplished for successful operations, while those procedures or guides developed by the individual agencies will define how these tasks will be completed.

Additionally, guidance on local EOC activation, field operations or other response activities will be provided to the SFs through Hamilton County Emergency Management, with consultation through the Response and Recovery Division of IDHS.

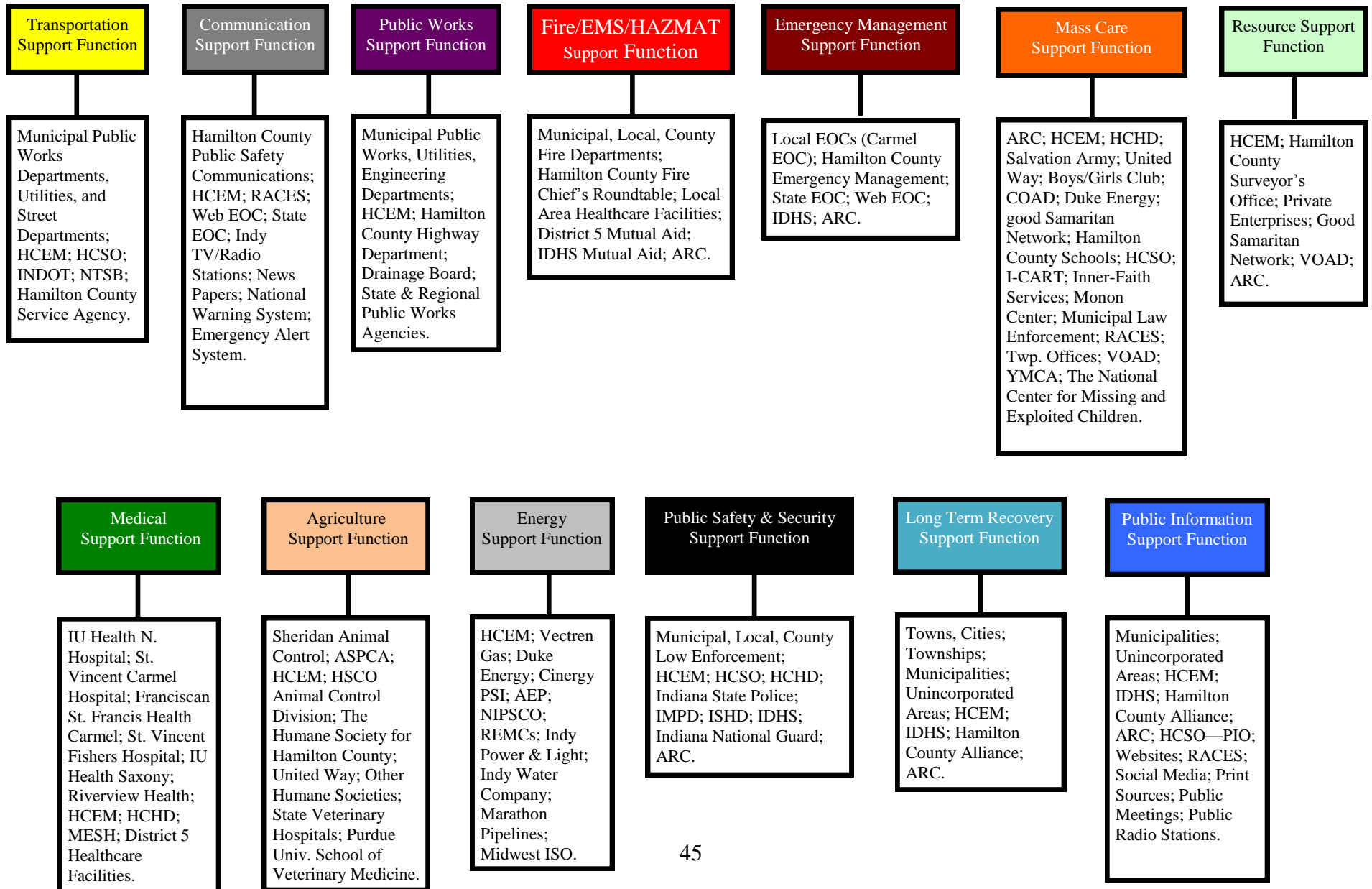
E. Support Function Resource Charts

The Support Function Resource Charts are a one-stop shop to view possible available agencies for each support function. Below are two charts illustrating the agencies that coordinate with each support function.

Chart 6: Resource List Flow Chart



## Chart 7: Support Function Agency List



(Intentionally Left Blank)

## Support Function Annex Contents

Support Function Descriptions .....	48-124
Transportation Support Function Description .....	49-53
Communications Support Function Description .....	54-58
Public Works Support Function Description .....	60-64
Fire/EMS/HAZMAT Support Function Description .....	65-74
Emergency Management Support Function Description .....	75-78
Mass Care Support Function Description .....	79-87
Resource Support Function Description .....	88-94
Medical Support Function Description .....	95-102
Agriculture Support Function Description .....	103-106
Energy Support Function Description .....	107-111
Public Safety Support Function Description .....	112-115
Long Term Recovery Support Function Description .....	116-121
Public Information Support Function Description .....	122-124
Appendix 1: Local & County Level Event Support Function .....	126
Preparedness .....	127-129
Response .....	130-132
Recovery .....	133-135
Mitigation .....	136-137

(Intentionally left blank)



Support Function Annex  
**Support Function Descriptions**

### **Transportation Support Function**

<b>Coordinating Agencies:</b>	Arcadia Department of Public Works Atlanta Utilities Carmel Street Department Cicero Utilities Fishers Department of Public Works Hamilton County Highway Department Noblesville Street Department Sheridan Street Department Westfield Street & Right-of-Way Management
<b>Supporting Agencies:</b>	Hamilton County Emergency Management Hamilton County Community Service Agency Hamilton County Express Hamilton County Highway Department Hamilton County Sheriff's Office Carmel-Clay Schools Hamilton Heights Schools Hamilton Southeastern Schools Noblesville Schools Sheridan Schools Westfield Schools Civil Air Patrol Indiana Department of Transportation (INDOT) National Transportation Safety Board (NTSB)

## **I. INTRODUCTION**

### **A. Purpose**

The Transportation Support Function is to ensure that in the event of a disaster or emergency, extraordinary transportation resources are available and attainable. Transportation of emergency response personnel, supplies and equipment into the disaster area can compound traffic congestion caused by residents evacuating the area. Disaster victims might need transportation resources to gain access to disaster shelters, relief centers and health care facilities. Finally, rapid access and re-entry to local business and industrial locations by their management staff and employees to reopen for business is vital to the overall recovery effort of the local economy.

- B. The goal of this SF is to examine possible transportation requirements for potential emergencies and disasters and organize a policy mechanism that would fit into the National Incident Management System at such an event. This mechanism will use available computer and communications technology to its full advantage.

### C. Scope

Emergency Transportation includes, but is not limited to:

1. Coordinating transportation requests in support of the Comprehensive Emergency Management Plan
2. Report damage to transportation infrastructure and coordinate with respective agencies to aid in managing transportation flow ingress and egress of a stricken area
3. Coordinate alternate transportation services to temporarily replace system capacity lost to disaster damage
4. Coordinate and support preparedness/prevention/mitigation among transportation infrastructure stakeholders
5. Support the Health and Medical Support Function for casualty/patient and evacuee movement.
6. Support respective Support Functions to aid in respective mission requests as coordinated in a Local Operations Center and / or EOC.

## II. POLICIES

Movements of personnel, equipment, and supplies are coordinated through SF Transportation.

## III. CONCEPT OF OPERATIONS

### A. General

1. Multiple local and municipal agencies will serve as the Coordinating agency for transportation needs in an emergency or disaster situation. Coordinating agencies may request the assistance of any and all of the support agencies.
2. Various Public Works and Highway agencies assist local agencies with cleaning obstructed routes and barricading others as directed. Public Works and Highway Agencies also have a limited number of vehicles for transporting individuals and a number of Commercial Driver's License (CDL) qualified staff members to drive these and other vehicles requiring a CDL. Agencies also may maintain a functional 800MHz capability on the Hamilton County Radio System and can provide access to any site in affected jurisdictions for use as a staging area for equipment repair and maintenance.
3. During an emergency or disaster situation Geographic Information Systems (GIS) computerized mapping software may be utilized to support operations during response and or recovery.

**B. Response Actions**

**Initial Actions**

1. A representative from a local or municipal transportation agency may be dispatched to a local and / or County EOC upon request from the coordinating jurisdiction.
2. If necessary, contact additional Transportation Support Function Supporting Agencies for additional support.

**Continuing Actions**

1. Coordinate the acquisition of transportation services to fulfill mission assignments for all Support Functions when required.
2. Coordinate with all SFs within the incident area and participants in decisions regarding movement restrictions, critical facility closures, and evacuations.
3. Provide administrative support for involved in emergency transportation operations.
4. Manage and report financial cost incurred in incident response for reimbursement and potential audit purposes.

**IV. RESPONSIBILITIES**

Each area will need to recruit and identify additional personnel within their area to accommodate the possibility of an event. Each sub group will also need to maintain dialogue with responders and agencies, community organizations included in their scope of responsibility.

**A. Representative of Local Coordinating Transportation Agency**

1. Coordinates overall activity with various elements within the Transportation Support Function Agencies.
2. Is responsible for the front line management of strategic & tactical planning and execution.
3. Is responsible for determining the need for mutual aid or assistance from Supporting Agencies.
4. Responsible for establishing and utilizing Memorandums of Understanding/Requests for Assistance to reach resolution of incident. These agreements should:
  - a. Define the type of assistance
  - b. Identify the contact and chain of command for activating the agreement
  - c. Define the communication procedures

- d. Identify the need for and coordinate any training needed for these partners.
- e. Operates within the NIMS and ICS systems

B. Security Coordination for Transpiration Function

- 1. Liaison with Public Safety officials regarding needs and ingress, egress options.
- 2. Identify need and security requests for equipment, transportation volunteers, shelter areas, and any additional operation or maintenance areas and work with Public Safety Support Function for security needs.
- 3. Coordinate and assist Law Enforcement with securing the scene, control access, and establishing necessary, temporary, and permanent barriers required.
- 4. Coordinated and monitors safety of transportation group volunteers and members.

C. Maintenance Coordination

- 1. Ensures capabilities for maintaining and servicing all equipment used during emergency response, including fueling locations and emergency repair.
- 2. Identified and maintains proper communication equipment for responders and monitor protocol for intra-division communications.
- 3. Post event identifies necessary equipment inventory.

D. Personnel Coordination

- 1. Ensures proper recruiting and scheduling of qualified and trained staff and / or volunteers to operate equipment required for an emergency.
- 2. Ensures personnel have access to meals, water, clothing materials, and working closely with the logistics function to support needs as they arise.
- 3. Responsible for assisting with protocol development efforts between respective internal and external agencies as they relate to the National Incident Management System.
- 4. Tracks assigned and available resources dedicated to the incident / disaster

E. Evacuation Coordination

- 1. In the event that a mass evacuation is needed the Transportation Support Function will be responsible for coordination among the lead agency and supporting agencies.

2. Aids in securing and evacuation locations coordinating primary and secondary routes of evacuation egress while ensuring the routes are clear of obstructions.
3. Identifies assistance in the evacuation, accounting for evacuated personnel, and report information to the Local and / or County Emergency Operations Center, if activated.
4. Establishes specific evacuation procedures including “special needs” evacuation procedures for members of the community with disabilities.
5. Coordinate plans to counter possible gridlock on major thoroughfares.

## **Communications Support Function**

**Coordinating Agencies:** Hamilton County Public Safety Communications

**Supporting Agencies:** Area newspapers  
Emergency Alert System  
Hamilton County Emergency Management  
Hamilton County ISS  
Hamilton County Sheriff's Office  
Indianapolis Area Radio & Television Stations  
National Warning System  
Radio Amateur Civil Emergency Service (RACES)  
State Emergency Operations Center

### **I. INTRODUCTION**

#### **A. Purpose**

1. The purpose of the Communications Support Function is to outline the emergency communications systems and capabilities of emergency service agencies within Hamilton County; describe methods of communicating with higher authority and neighboring jurisdictions, and the public; and describe system components and task assignments to assure effective communications during emergencies or disasters affecting Hamilton County.
2. This SF provides for a notification system capable of disseminating adequate and timely alerts to the public and government officials in the event of an impending disaster situation.

#### **B. Scope**

Experience shows that communications coordination during major emergencies is always a major problem. The nature of the emergency can create serious damage to normal communications systems through the loss of antennas, repeaters, and facilities. Protection and restoration of emergency communications will be one of the highest priorities in response and recovery activities. It is critical that consideration be given not only to local communications, but also to maintenance of capability to communicate with neighboring jurisdictions, supporting agencies, higher authority, and the public. The communications support function involves meeting communication needs critical to effective emergency response, including public warning and providing emergency information.

## II. POLICIES

Hamilton County Public Safety Communications provides a radio network to all public safety agencies in Hamilton County. The County Communication system is used routinely everyday by all public safety agencies, however, during periods of emergency and disaster it will be necessary that the communication system be capable of rapidly receiving and transmitting emergency information necessary for the direction, control, and coordination of agencies. Hamilton County Public Safety Communications will coordinate communication support necessary to conduct disaster response and relief operations. (The Federal and State communication systems will be utilized if the local capabilities are exhausted and a requirement arises for outside assistance).

In addition to emergency communications for public safety officials, local cities or towns, with the exception of 1 siren being maintained by Hamilton County, are responsible for the maintenance of outdoor warning siren which is capable of warning the general public of emergencies. Currently, the county has 75 sirens which accounts for approximately 75% coverage area. The outdoor warning sirens are activated by Hamilton County Emergency Management.

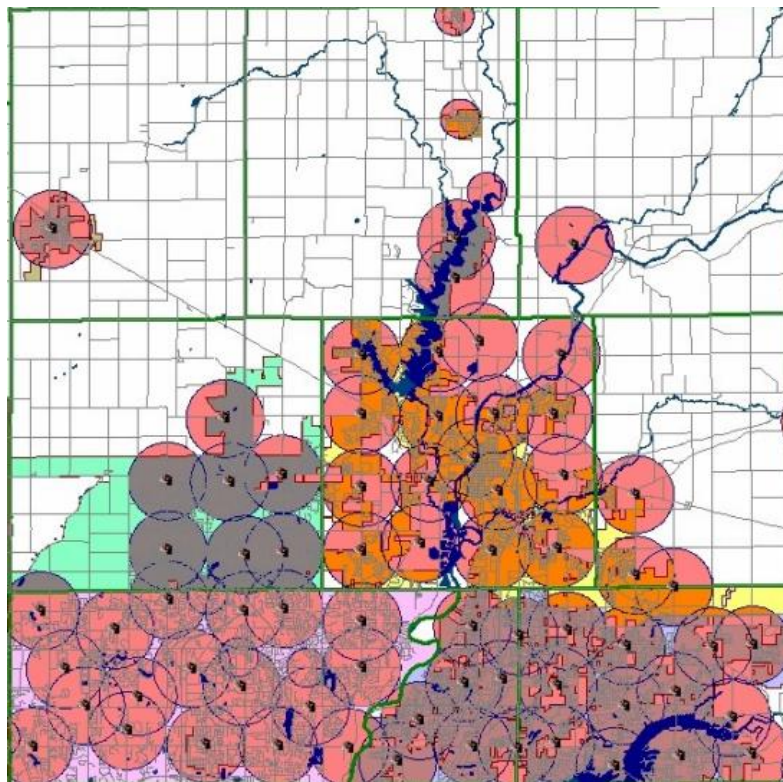


Figure 5: Map of Mass Notification Systems in Hamilton County

The National Weather Service has the capability of activating the Emergency Alert System (EAS). The EAS is utilized to warn the general public when there is an immediate or impending threat and to suggest protective measures for citizens to take. The EAS uses



commercial radio; TV broadcast services, and social media, which are provided on a voluntary basis.

### **III. CONCEPT OF OPERATIONS**

#### **A. General**

During local level events, the incident commander(s) have the overall responsibility for providing direction and control and coordinating communication services during disaster or emergency situations. If the need for additional communication support is needed, the Coordinating agency in charge will request support from Hamilton County Emergency Management which then can activate the EOC, which underlines that the local event could become a county-wide event.

#### **B. Emergency Operations Center**

During a local emergency or disaster, Hamilton County Emergency Management may activate the Emergency Operations Center to monitor the response and recovery activities of the local level event. Furthermore, Hamilton County Emergency Management may also open the Policy Group Room and the Library to management overflow of representatives from the various involved agencies. If the local jurisdiction requests additional support from Hamilton County Emergency Management, then the EOC could be activated. The County EOC has more flexibility and communications interoperability assets than any other location in Hamilton County.

Communications Resources in the EOC include:

1. 25 Telephones
2. 24 Desktop Computers with access to Web EOC and other communications and situational awareness systems
3. Multiple Television Monitors
4. Smart Board Operability
5. 1 Projector and Screen
6. Limited live feed Cameras within the EOC

Communications Resources in the Policy Group Room include:

- 2 Telephones
- Multiple Television Monitors
- Smart Board Operability
- 1 Projector and Screen
- 21 Seat Capacity

#### **D. Hamilton County Radio Emergency Civil Emergency Services**

The Hamilton County RACES group may be activated by Hamilton County Emergency Management to assist in communications before, during, and after events of great significance. When severe weather affects the Hamilton County area the EOC Storm Team may activate to establish communications via amateur radio between the National Weather Service Skywarn team and additionally local amateur radio volunteers to gain a better perspective of the situation as it takes place. RACES representatives may be deployed to the EOC, field, or shelters to aid in coordination during a disaster. RACES Capabilities include the following:

Capabilities

- 4 vehicles with mounted dual band (VHF / UHF) capabilities
- Communications Trailer with
  - Dual band
  - 800 MHz
- Communications Logistics Trailer
  - Packet Radio

#### **IV. RESPONSIBILITIES**

A. Hamilton County Public Safety Communications

1. Prior to occurrence of a disaster, coordinate plans to assure that an adequate and effective communications network will be available during periods of disaster or emergency using telephones and radio capabilities.
2. Identify voluntary communication resources, such as Amateur Radio, C.B., etc., that can be utilized as necessary during times of emergency and disaster. These sources would be called upon to provide back-up communications for the county.
3. Develop SOPs relevant to actions to be taken during periods of emergency and disaster, through cooperative effort of the various local, municipal, and county agencies.
4. Coordinate and conduct periodic drills to test all communication systems and equipment in the communications center and to evaluate readiness of employees.
5. Testing of elements of the County Public Safety communication network will be done in conjunction with all scheduled emergency exercises, including the full functional exercise conducted in conjunction with the annual state exercise.
6. Public Safety Communication individuals will designate those volunteer agencies that will be called upon to participate during emergency situations.

7. Develop SOPs that designate procedures for activating volunteer communication response, and designate those volunteer agencies that will be called upon to participate during emergency operations.
8. Execute mutual aid agreements between City and auxiliary communications participants as needed.
9. When required, request communications assistance from County Supporting Agencies outlined in the Local Support Function Agency Table.
10. Communications to The Public: Hamilton County Emergency Management in coordination with Hamilton County Sheriff's Office will coordinate a system of communications to the public for emergency and safety messages. This system will minimally include:
  - a. Outdoor warning system for severe weather.
  - b. Specific emergency and safety information provided to operators in the EOC if activated.
  - c. An outbound only Email list serve upon which users may self-subscribe to receive emergency and safety messages.

The Coordinating Agency will work toward providing an automatic reverse call system for emergency and safety messages.

B. Representatives from Incident Scene Agencies (First Responder Agencies)

1. First Responders are responsible for communication from the scene to Hamilton County Public Safety Communications.

C. Public Information Officer

If necessary, a PIO shall be utilized to address the public about the events and activities surrounding the local level incident this will be coordinated with the Public Information Support Function.

(Intentionally left blank)

## **Public Works Support Function**

**Coordinating Agencies:** Arcadia Department of Public Works  
Atlanta Utilities  
City of Carmel Utilities  
Cicero Utilities  
Fishers Public Works  
Hamilton County Surveyor's Office  
Noblesville Engineering Department  
Town of Sheridan Public Works  
Westfield Public Works

**Supporting Agencies:** Hamilton County Drainage Board  
Hamilton County Emergency Management  
Hamilton County Health Department  
Hamilton County Highway Department  
Hamilton County Surveyor's Office  
Indiana – American Water  
Citizens Energy Group  
Citizens Energy Group (Westfield Sanitary Sewers)  
Clay Regional Waste (Sewers)  
Hamilton Southeastern Utilities (Sewers)

## **I. INTRODUCTION**

### **A. Purpose**

1. The Public Works Support Function shall provide rapid response restoring public works, infrastructure, facilitate delivery of services, technical assistance, engineering expertise, construction management, and other support to prevent, prepare for, respond to, and/or recover from an incident of local significance within the jurisdiction.
2. The Public Works Support Function shall identify those responsibilities that may exceed the normal tasks of public works and other public and private agencies. Establish emergency contracting, emergency repair of solid waste facilities, and clearance of debris to allow inspection and reconnaissance of the damaged areas, and passage of emergency vehicles, personnel and equipment for lifesaving, life protecting and health and safety purposes during the immediate response phase following a disaster. Coordinate debris staging and disposal following the initial response.
3. Emergency Support Function shall provide technical assistance and liaison personnel to form the Rapid Impact Assessment Teams for local roads, bridges

and other damage assessment efforts. Provide policy and procedures to mitigate environmental effects of a disaster. Coordinates the damage assessment and emergency demolition or stabilization of damaged structures and facilities designated as immediate hazards to public safety or as necessary for life saving operations. Undertakes the clearing, repair and reconstruction of damaged emergency access routes necessary for the transportation of rescue personnel and supplies. These routes may include streets, roads, bridges, waterways, airfields and any other transportation facilities. Provide for the efficient utilization of DPW equipment and manpower in the response effort for all elements of a disaster.

**B. Scope**

1. The Public Works Support Function is structured to provide public works related support for the changing requirements of domestic incident management to include, preparedness, prevention, response, recovery, and mitigation actions. Activities that fall within the scope of this function include:
  - Pre- and post-incident assessments of public works and infrastructure
  - Executing emergency contract support for life-saving or life-sustaining services
  - Providing technical assistance to include engineering expertise
  - Construction management
  - Contracting and real estate services
  - Provide emergency repair of damaged infrastructure and critical facilities
  - Implementation and management.
2. The Public Works Support Function must remain in close coordination with Federal, State, and Local officials to determine the potential needs for support and to track the status of response and recovery activities.
3. The Public Works Support Function shall train certified personnel on Multi-Hazards. Be able to coordinate contract support resources that may be used to respond to any event involving “multihazards” which includes radiological, chemical and biological materials, weapons of mass destruction (WMD), and terrorism events.

**II. POLICIES**

The policies and concepts of the Public Works Support Function apply to all agencies assigned as a coordinating or supporting agency for Public Works. The underlying principles of all agencies include:

- A. The Public Works Support Function is responsible for public works, saving lives, protecting property, and restoring damaged infrastructure. Have primary responsibility for incident prevention, preparedness, response, and recovery. When activated to respond to an incident, public works should develop work priorities in

cooperation with State and Local Agencies. Equipment resource support will be available upon request, pending an initial assessment of incident impact(s), magnitude and type of event, and the stage of the response and recovery efforts.

- B. Activating as needed, in anticipation of, or immediately following, a disaster or emergency or an incident of mass criminal violence.
- C. Establish emergency contracting, emergency repair of solid waste facilities, and clearance of debris to allow inspection and reconnaissance of the damaged areas, and passage of emergency vehicles, personnel and equipment for lifesaving, life protecting and health and safety purposes during the immediate response phase following a disaster.
- D. Assign appropriate staff to support the Public Works Support Function work functions in accordance with agency rules and regulations.

### **III. CONCEPT OF OPERATIONS**

#### **A. General**

- 1. In preparation for an anticipated disaster, the Public Works Support Function shall provide for pre-storm preparation of public buildings and facilities. During and after a disaster, local departments of public works, in unison with Hamilton County Emergency Management, Hamilton County, Highway Department, Hamilton County Drainage Board, Hamilton County Surveyor's Office, and other selected organizations will assess and evaluate damages to various city and county infrastructures.
- 2. Local public works departments will assume the lead role in all restoration efforts of vital public services. Those functions include adequate sewage disposal, routine pick up of solid waste, removal/clearance/staging and disposal of disaster generated debris, opening and repair of streets and drainage channels, and reestablishment of traffic control devices.
- 3. In the event of a declared disaster, the incident commander, will coordinate the activities of these agencies. Ensure State and Local Government is fully and consistently integrated into the Public Works Support Function activities.
- 4. Recovery efforts will be initiated through each individual agency. All agencies responsible for recovery efforts will be expected to update a liaison in the Emergency Operations Center periodically.

#### **B. Organization**

- 1. Response Structure

- a. Following activation, the coordinating agency will convene to evaluate the situation and implement plans established and respond accordingly.
- b. Coordinating and support agencies are available on a 24-hour basis for the duration of the emergency response period.

## 2. Notification Procedure Responsibilities

- a. If there is a local event the local municipality or jurisdiction will be responsible for contacting the coordinating functions upon activation. For County Activations the coordinating agency will contact respective support agencies within the EOC. Updated reports from both, coordinating and support agencies must be communicated with a liaison within the Emergency Operation Center. This will insure response activities and resources are not wasted.
- b. Hamilton County Emergency Management if it is a County-Wide event will be responsible for contacting any supporting agency, not already responding, under the Public Works Support Function at the time in which they are needed.

## 3. Actions

- a. Initial
  - i. Local public works departments
  - ii. Assess the disaster situation and forecast response needs
  - iii. Coordinate resource requests from first responding agencies;
  - iv. Establish communication with support agencies.
- b. Ongoing
  - i. Local public works departments
  - ii. Assess the disaster situation and determine the adequacy of response and recovery activities;
  - iii. Provide reports to Emergency Operation Center;
  - iv. Anticipate future requirements.

## IV. RESPONSIBILITIES

### A. Support Function Coordinating Agency

- 1. Activates coordinating agency.
- 2. Provides guidance on the impact of the disaster.



3. Plans and supports regular meetings with and between the coordinating and support agencies related to preparedness, response and recovery activities.
4. Ensures coordinating and support agencies are informed and involved in all meetings related to the Public Works Support Function activities.
5. Provides damage assessment reporting to any the Public Works Support Function requesting agency.

B. Coordinating Agencies

1. Support Function Coordinator
  - a. Activates coordinating agencies.
  - b. Provides guidance on location and type of operation needed.
  - c. Plans and supports regular meetings with and between the coordinating agencies related to preparedness, response, and recovery activities.
  - d. Ensures coordinating agencies are informed and involved in all meetings related to Public Works Support Function activities.
  - e. Provides damage assessment reporting to any Public Works Support Function requesting agency.
2. Official Representative, Local Public Works Department
  - a. Provides leadership in coordinating and integrating overall efforts associated with public works. The primary tasks of the representative will be debris clearance, temporary construction of emergency access routes and the protection, reestablishment, repair and rehabilitation of public services, in particular the waste water collection and treatment system. The representative will utilize those resources available to effect those emergency actions.
  - b. Save lives, protect property; restore damaged infrastructure and vital public services. Provide adequate sewage disposal, routine pick up of solid waste, removal/clearance/staging and disposal of disaster generated debris, opening and repair of streets and drainage channels, and reestablishment of traffic control devices.
  - c. Upon activation of a Local Operations Center and / or County Emergency Operations Center, local public works departments may send a representative to act as a liaison.
  - d. Maintain an inventory of procedures and point-of-contact for obtaining specialized equipment and labor, fuel and transportation, and other resources.
  - e. Public announcements on public works projects, road closure, bridge damage, or any other public works issues will be coordinated with the Public Information Support Function and the Joint Information Center.

## **FIRE/EMS/HAZMAT SUPPORT FUNCTION**

**Coordinating Agencies:** Hamilton County Fire Chief's Roundtable

**Supporting Agencies:** All township and municipal fire agencies  
American Red Cross of Greater Indianapolis  
EMS Providers  
Hamilton County Hazardous Materials Task Force  
Hamilton County Emergency Management  
Hamilton County Public Safety Communications  
Hamilton County Hospitals  
Hamilton County GIS  
Hamilton County Public Health Department  
Indiana Task Force 1  
Jurisdictional Law Enforcement Agencies  
State Fire Marshal's Office

### **I. INTRODUCTION**

#### **A. Purpose**

1. This Support Function provides coordination of fire and technical rescue activities to ensure the safety of life and property during emergency situations.

#### **B. Scope**

1. Hamilton County firefighting and technical rescue support under this function includes actions taken through the application of equipment, manpower, and technical expertise to:
  - a. Control and suppress fires that have or threaten to become disasters
  - b. Respond to search and rescue operations for both urban search and rescue of a collapsed structure and search and rescue for missing and or lost persons.
  - c. Aid in the coordination or resources in the event of a county-wide incident

Provision of such services will be in accordance with mutual aid compact agreements with local governments, private industry, other counties, and established recognized standards of firefighting and technical rescue methods.

#### **Local Incidents:**

During an emergency or disaster the Fire Chief or designee of the affected jurisdiction shall be the lead coordinating entity for firefighting and special operations. This includes the coordination and operations in response to suppression

of fire, technical rescue, and hazardous materials incidents. Operational actions include the following:

- a. Actions taken through the application of equipment, manpower, and technical expertise to control and suppress fires that may threaten to become a disaster. Provision of such services will be in accordance with mutual aid compact agreements with local governments, private industry, other counties, and established recognized standards of firefighting methods.
- b. Provision of fire suppression assistance under the Stafford Act will be made in accordance with the Federal/State Agreement for Fire Suppression.
- c. Actions taken through the application of equipment, manpower, and technical expertise to provide local government with specialized lifesaving assistance in case of a major disaster, emergency, and / or lost or missing persons to include locating lost or disoriented individuals, house-to-house searches for individuals who may be trapped after a major disaster, and confined space rescue of individuals due to a significant structural collapse

Countywide Incident (involving multiple jurisdictions)

In the event an incident continues to evolve the County Emergency Operations Center may request one or all representatives of Fire/Search and Rescue/or Hazardous Materials support functions to support on scene operations.

## **II. POLICIES**

- A. The Fire/Technical Rescue Support/HazMat Support Function provides coordination of fire and rescue activities to ensure the safety of life and property during emergency situations. This Support Function supports the National Response Framework and the State Comprehensive Emergency Management Plan. Hamilton County possesses a significantly large number of experienced and highly trained firefighters. In all, nine fire departments provide fire & rescue service protection as well as varying levels of emergency medical services throughout the county.
- B. All of the departments operate under the National Incident Management System and have maintained mutual aid agreements for a number of years. All of these departments also utilize Hamilton County's 800 MHz trunking radio systems.

## **III. ORGANIZATION**

### **A. General**

1. There are nine fire departments throughout Hamilton County consisting of 29 stations. Fire Departments include the following Carmel, Fishers, Westfield, Noblesville, Cicero, Wayne Township, Jackson Fire Territory, Sheridan, and White River Township.

**B. Coordination**

1. **Local Incidents:** The jurisdictional Fire Chief of the affected area is responsible for coordinating all disaster related fire and rescue responses. Each fire service will maintain authority within its own jurisdiction. Routine operations will be handled by standard procedures. Other local support and State and Federal support will be called upon as needed with requests channeled through the County Emergency Operations Center.
2. **County Wide Incidents:** During a county wide incident the coordination of resources and support will fall upon Emergency Management while the on-scene operations and incident managed will take place through the affected jurisdictions or through an incident management team if requested by the affected areas.

**IV. CONCEPT OF OPERATIONS**

**A. General**

1. Emergency firefighting operations will be initiated via Hamilton County Public Safety Communications who will dispatch the appropriate local fire agencies to the full extent of their resource capabilities, including the use of resources available under the mutual aid agreements.
2. Command of fire operations will be in accordance with the Incident Command System

**B. Capabilities**

The following describes the Special Operations capabilities of the fire departments in Hamilton County relative to countywide disaster planning. Special Operations areas are, but not limited to, Confined Space Rescue, Breathing Air Supply, Rope Rescue, Dive Rescue, Swift and Surface Water Rescue, EMS/Mass Casualty Response, Trench Rescue, Search and Rescue, and Hazardous Materials capabilities.

**1. Technical Rescue**

- a. Carmel, Fishers, Westfield, and Noblesville have personnel trained to work several types of technical rescue events. Each department maintains training in technical rescue capabilities in either the Operations or Technical level. When needed, these departments will be able to work together in response to large-scale events in Hamilton County.

The following types of technical rescue equipment are maintained through the Hamilton County fire departments:

i. Confined Space Rescue

Fishers Fire Department: Ops 301, Rescue Tac 391

Noblesville Fire Department: TRT Trailer 71

Westfield Fire Department: Tac 80

ii. Collapse Rescue

Fishers Fire Department: Tac 91, Rescue 91

Noblesville Fire Department: TRT Trailer 71

Westfield Fire Department: Tac 80

iii. Trench Rescue

Fishers Fire Department: Tac 91, Rescue 91

Noblesville Fire Department: TRT Trailer 71

Westfield Fire Department: Tac 80

iv. Rope Rescue

Fishers Fire Department: TSU 92, Rescue 91

Noblesville Fire Department: TRT Trailer 71

v. Tower Rescue

Fishers Fire Department: Rescue 91

2. Swift Water, Surface Water, and Dive Rescue

a. Swift Water and Surface Water:

Carmel, Cicero, Fishers, Noblesville, and Westfield have personnel trained to work several types of water rescue events. Each fire department maintains training in Swift Water Rescue, or Surface Water Rescue. The swift-water rescue teams are capable of rescuing persons trapped in a surface condition on swift water (e.g., victims in a boat on river rapids). The initial training for the swift water rescuer is 40 hours and each member must undergo 16 hours of annual retraining. When needed, these departments will be able to work together in response to large-scale events in Hamilton County.

The following types of water rescue equipment are maintained through the Hamilton County fire departments:

## Hamilton County CEMP

### i. Carmel Fire Department:

1 jon boat at Station 45 – 30 hp motor

1 inflatable zodiac boat at Station 45 – 30 hp motor

### ii. Cicero Fire Department:

1 pontoon boat with attached fire pump

1 zodiac boat with motor at Station 21

1 jon boat with motor at Station 21

### iii. Fishers Fire & Emergency Services:

26' Boston Whaler with fire pump at Geist Reservoir

2-14' Zodiac Boats with motors at Station 91

1 – 12 jon boat with motor at Station 92

FEMA Type 1 Swift Water Team Trailer at Station 92

### iv. Noblesville Fire Department:

1 Boston Whaler with fire pump at Morse Reservoir

2 jon boats with motors at Station 75 and 76

3 zodiac boats with motors at Station 72, 74, and 75

### v. Westfield Fire Department:

1 jon boat with motor at Station 81

1 inflatable zodiac boat with motor at Station 81

### b. Dive Rescue:

Fishers and Noblesville each maintain dive teams, which respond throughout Hamilton County. Dive Rescue Team members are trained for year-round underwater rescue or recovery.

i. Fishers Fire & Emergency Services houses their dive resources at Station 91 and 92.

ii. Noblesville Fire Department houses their dive resources at Station 71.

3. Emergency Medical Service/Mass Casualty Response

- a. All Hamilton County fire departments have certified emergency medical technicians (EMTs) trained in basic life support and certified paramedics (EMT-Ps) trained in advanced life support. All of these individuals are trained in the triage, treatment and preparation for transport of emergency medical patients. All of the fire departments in Hamilton County are staffed to respond, if needed, to incidents involving individual patients or for incidents involving mass casualties.
- b. Each Hamilton County fire and EMS apparatus is equipped to respond to a mass casualty incident using SMART Triage tags.
- c. In such mass casualty incidents the full fleet of available ambulances plus makeshift “mass casualty” vehicles such as buses would very likely be utilized.

4. Search and Rescue

Search and Rescue is utilized to provide local government with specialized lifesaving assistance in case of a major disaster, emergency, and/or lost or missing person. Hamilton County maintains a number of assets that can be utilized to fulfill a number of different search and rescue functions such as locating lost or disoriented individuals, and house-to-house searches for individuals who may be trapped after a major disaster. Lost or missing person search and rescue operations will be the responsibility of the jurisdictional law enforcement agency with support provided by the jurisdictional fire department. Search and rescue operations will be the responsibility of the jurisdictional fire department. Search and rescue will operate under a unified command system so that the resources of law enforcement agencies and fire service agencies can be utilized to the fullest potential.

a. Jurisdictional Fire Departments

- i. Search and rescue operations will be conducted in the event of collapsed structures resulting from fire, earthquake, tornado, or other incident. County fire departments have varying capabilities to effectively respond to the onset of a major structural collapse in their jurisdiction. The jurisdictional fire department will initiate the National Incident Management System upon arrival to the scene.

b. Supporting Elements

- i. The jurisdictional fire department will call for technical assistance in USAR when needed. Structural collapse may call for the needs of heavy equipment that may be provided by the affected municipal Department of Public Works or Hamilton County Highway Department, mutual aid departments, or may even require a private contractor. If assistance is needed through Indiana

Task Force 1 requests must be made through the Hamilton County Emergency Operations Center.

- ii. Law enforcement may assist with perimeter security and may also support information-gathering operations in large incidents by through the use of missing person detectives. The detectives can conduct investigations in an attempt to identify who is missing and identifying their last known point. This may be useful to the overall operation in identifying areas to search and to increase the level of the probability of detection.
  - iii. Other agencies may also support operations by providing structural and building engineer expertise, debris removal, and medical aid.
2. Hazardous Materials
- Fire departments throughout Hamilton County have responders who are trained to at least an Awareness Level of Hazardous Materials. Carmel, Cicero, Noblesville and Westfield have personnel who are Certified Hazardous Materials Technicians. Response apparatus throughout Hamilton County may have equipment to respond to a small hazardous materials incident. There are two vehicles, which provide Technician Level capabilities these include:
- Technician Level Capability
- 1. Carmel TSU 45
  - 2. Noblesville HazMat 71
- Decontamination Capabilities
- 3. Westfield DECON 80

### C. Coordination

The Chief of the affected the fire department is responsible for coordinating all disaster related and special operations responses. Each fire service will maintain authority within its own jurisdiction. The Fire Chief or their representative, in coordination with the on-scene command post(s), may direct Emergency/disaster search and rescue coordination from a Local Operations Center and/or County Emergency Operations Center. Routine operations will be handled by standard procedures. Other local support and State and Federal support will be called upon as needed with requests channeled through the County Emergency Operations Center.



## **V. FIRE TASK ASSIGNMENTS**

### **A. Coordinating Agency Fire Chief**

1. Responsible for coordinating all emergency fire and special operations response. However, each fire organization will maintain authority within its own jurisdiction. Emergency/disaster fire operations support will be from the County Emergency Operations Center by the Support Function Representative.

### **B. Support Function Representative**

1. Emergency Support Function Representative(s) are identified through Fire Chief's from Hamilton County. The representative will:
  - a. Coordinate fire/rescue and special operations response to address the needs at the emergency scene(s) and assure protection to the rest of Hamilton County.
  - b. Analyze fire and rescue service resource needs and request assistance.
  - c. Provide information and coordination regarding the status of operations to other Support Function Representatives.
  - d. Prepare reports required to document decisions made, actions taken, and financial costs incurred. These documents will become part of the incident record.

## **VI. SUPPORTING AGENCY TASK ASSIGNMENTS**

### **A. All township and municipal fire agencies**

1. Provides mutual aid in operations as necessary and available.
2. Provides back-up and extended contingency representatives the County EOC.

### **B. EMS Providers**

1. Provides Emergency Medical Support for the fire services and victims within the area of operations.
2. Provides transport of victims and injured personnel to hospital care facilities.

### **C. Breathing-Air Supply Capabilities**

- a. In most of the incident types (fire suppression, hazmat, confine space, de-con) firefighters must wear self-contained breathing apparatus (SCBA). The SCBAs are highly technical equipment that includes an individualized air mask, a harness, and an air tank. Any firefighter who operates in a toxic environment (hazmat, fire,

## Hamilton County CEMP

confined space, etc.,) must wear an SCBA. The air tanks used with the SCBAs have a 30-minute capacity, so they must be changed for each firefighter several times during an incident.

Units in Hamilton County, which carry additional air bottles and or are capable of filling bottles, include the following:

TSU 392, Hazmat 71, Rescue 71, Rescue 21, ASU 394

### D. Jurisdictional Public Works Departments

1. Provides heavy equipment and machinery as necessary to assist in rescue operations.
2. Assists in coordination of issues involving public works and utility assets that may be affecting the fire area of operations.

### E. Jurisdictional Law Enforcement Agencies

1. Assists in traffic and crowd control within the area of operations.
2. Assists fire investigators in an investigation as necessary.
3. Provides security for emergency operations as necessary.
4. Assists in the evacuation of occupants within an affected area if necessary.

### F. Hamilton County Emergency Management

1. Assists in coordination between multiple agencies if necessary.
2. Provides assistance in response to handling suspicious substances or packages.
3. Supports incidents by activating the EOC if necessary.
4. Provides resource support and coordination if necessary.

### G. Hamilton County Public Health Department

1. Provides air-monitoring support if needed.
2. Provides technical assistance in health issues if necessary.

### H. County and City School Corporations

1. Provide transportation needs.

## Hamilton County CEMP

2. Provide temporary shelter

### I. American Red Cross

1. Provide Food
2. Provide Shelter
3. Provide Clothing

## **Emergency Management Support Function**

**Coordinating Agencies:** Hamilton County Emergency Management  
Local Operations Centers (if incident / event is local)

**Supporting Agencies:** Local Municipalities  
Local Operations Centers  
Respective Support Functions  
Indiana Department of Homeland Security  
Federal Emergency Management Agency

### **I. INTRODUCTION**

When operating optimally, the Emergency Management Support Function maintains a continuous and current understanding of what every other element has done, is now doing, or is planning on doing.

The role of the Emergency Management Support Function is to collect, process, analyze and disseminate accurate and timely information regarding a potential or actual disaster among all agencies and organizations involved in any aspect of an incident. Using this information, it conducts extensive short and long term planning measures intended to facilitate both response and recovery efforts.

In many respects, The Emergency Management Support Function is the nerve center of a disaster or emergency operation. While all other functions have specific function-related information processing responsibilities, the Emergency Management Support Function must collect, process, organize and disseminate ALL relevant information into comprehensive and consolidated decision process to inform Elected Officials and work with agencies in the field.

During the response and recovery stages, information has to be promptly processed for inclusion into the decision making process. Specific details regarding any known fatalities caused by the disaster, serious injuries and assessment of related damages in the impacted area are usually among the most important elements of information. Any current or scheduled attempts to rescue other disaster victims if any are also imperative for reporting.

During the recovery, accurate financial information has to be collected on damages related to the disaster as well as all other costs incurred by the municipality and/or the County in the response and recovery efforts. This data is used to apply to the state for a formal declaration of a disaster and the ultimate award of federal disaster relief funds.

#### **A. Purpose**

The purpose of this annex is to address those procedures and activities assigned to Emergency Management Support Function, in support of the Hamilton County Emergency Operations Center (EOC) and / or Local Operations Center in a major

disaster or anticipated incident or event. The mission of the support function is to provide current information and timely needs assessment during a LOC and / or EOC activation. This information is collected from incident command posts, response agencies, the computer aided dispatch system (CAD) and State and municipal operations centers. The Emergency Management Support Function collects, processes, and disseminates information about an incident, disaster or potential disaster situation, and facilitates the overall activities of response and recovery. It also is used to make appropriate notifications and interface local, state and federal agencies.

#### B. Scope

The Emergency Management Support Function is a staff level function, which provides information and planning support to the incident command posts and the policy group. In addition it coordinates overall information and planning activities in the EOC in support of all response and recovery operations. This support function assimilates incident information when the EOC is activated from State and municipal operations centers, fire departments, law enforcement agencies, public works agencies, EMS, Red Cross and other agencies as necessary.

## II. POLICIES

The Hamilton County Emergency Management Director or Deputy Director or Designee will activate the Emergency Operations Center when accurate information is received which indicates the threat of a disaster or the actual occurrence of one. They may also assign staff to the field at their discretion to facilitate information gathering processes. Additionally Local Operations Centers may activate to support municipal operations they are usually operated by the Command Staff of respective public safety agencies.

## III. CONCEPT OF OPERATIONS

Emergency Management staff will report to the EOC and begin the information gathering and management process if an event or incident warrants. The process includes inputting harvested data into WebEOC, a crisis management software which drives the EOC. Data is intended to guide strategy decisions regarding warning, preparedness, response and eventual recovery efforts. Geographic Information Systems (GIS) mapping may also be utilized in the EOC. GIS has a computer which is provided by Emergency Management.

WebEOC will be accessible to the Executive Policy Group and / or Elected Officials, the EOC team members and other agencies and organizations involved in the response will also have access. Briefings and reports will be prepared for the Executive Policy Group / Elected Officials as needed or at a minimum twice daily. Much of the information contained in these briefings will also be relayed to the State of Indiana EOC on a regular basis. Press releases and other information will be relayed to the media by a Joint Information Center or lead PIO. The Emergency Management Support Function also collects information from damage assessment activities and coordinates its dissemination as necessary. Information requires the

designation of specific geographic parameters, including digital photography and video of the impacted areas.

### **Hamilton County Emergency Operations Center**

Within the EOC, incoming information will be displayed on monitors and other available resources. Other support functions that are activated in the EOC may also use their similar resources to display current information as necessary. The EOC has 2 large Sharp Smartboards, an overhead projector with Air Media and Apple TV capabilities along with four wall mounted TV sets. Additionally 25 phone lines are available. All desktop computers have LAN and internet access. Additionally, Motorola radios with extra batteries and bank charges are also available to communicate directly with response agencies in the field. A weather station is also located in the EOC and can be staffed to provide current and incoming weather that may affect a disaster, incident or event. A copier and fax machine are located in the Administrative Assistants office to assist with operations as needed.

### **Local Operations Centers**

Local Operations Centers (LOC) have a variety of capabilities to support local operations or incidents. LOC's capabilities include computer access, situational awareness capabilities, and in certain circumstances have printing and fax capabilities as well. All LOC's vary however they each have a capability to support operations within a municipality if needed. During a local event Hamilton County Emergency Staff may be requested to the LOC rather than activating the Hamilton County EOC to support agencies. Currently LOC's are located in Carmel, Fishers, Noblesville and Westfield.

All communications with the State EOC and federal agencies shall be coordinated through the Emergency Management Support Function. This coordination is customarily accomplished in the EOC through Web EOC or other forms of communications. Messages, requests for assistance (i.e. mutual aid from distant locations) and mission tracking for an incident and or disaster must be documented and relayed to the State of Indiana EOC as needed.

## **IV. ORGANIZATION AND TASKS**

### **A. Hamilton County Emergency Management Agency**

1. Maintain the Emergency Operations Center in a continual state of readiness.
2. Collect, validate and analyze information critical to disaster operations.
3. Coordinate and facilitate action planning.
4. Coordinate and facilitate contingency and strategic planning efforts.
5. Provide or facilitate formal and informal briefings.
6. Facilitate the dissemination of geographic information system products.
7. Prepare and disseminate routine, special and ad hoc reports.
8. Coordinate and facilitate specialized function planning.
9. Obtain experts to provide specialized technical assistance.
10. Organize and maintain a records management program to capture all activities related to the response and recovery.
11. Capture and archive a record of the disaster response for later reference.

B. Supporting Agencies

1. Maintain an ongoing means of real time communications with Emergency Management Support Function
2. Assist Emergency Management Support Function in its nonstop efforts to acquire current and accurate information regarding the disaster and the response efforts involved.
3. Dispatch a ranking member of respective organization's chain of command (with appropriate decision making authority) upon request to the County EOC or Local Operations Center.
4. Document their respective actions, decisions and activities wherever possible before, during and after disasters. This includes tracking telephone, fax and email messages.
5. Assist the Emergency Management Support Function with occasional updates regarding their respective organizations key contact information (i.e. 24 hour notification numbers, cell phones, pagers, home telephone numbers, etc.)

C. Additional responsibilities

1. Assists Emergency Management Support Function with occasional revisions of the Countywide Emergency Operations Plan in regard to their specific agencies capabilities, action, operational and contingency plans, etc.

## **Mass Care Support Function Description**

<b>Coordinating Agencies:</b>	American Red Cross Hamilton County Emergency Management Hamilton County Health Department Salvation Army United Way
<b>Supporting Agencies:</b>	Boys and Girls Club Community Organizations Active in Disasters Duke Energy Good Samaritan Network Hamilton County Amateur Radio Emergency Services Hamilton County School Districts Hamilton County Sheriff's Office Indiana Crisis Assistance Response Team (I-CART) Inner-Faith Services Monon Center (Carmel Parks and Recreation) Municipal Law Enforcement Radio Amateur Civil Emergency Service (RACES) Township Offices Volunteer Organizations Active in Disasters Young Men's Christian Association (YMCA)

### **I. Introduction**

#### **A. Purpose**

1. The Mass Care Support Function supports efforts to address the non-medical mass care, housing and human services needs of individuals and/or families impacted by emergencies and/or major disasters.
2. The Mass Care Support Function also develops and supports the framework within the emergency management organization to identify, quantify, and receive and distribute volunteer goods, personnel, and services.

#### **B. Scope**

1. The Mass Care Support Function promotes individuals, households and family response and recovery efforts based on incident priorities to include economic assistance, and any other services for people who were impacted by the incident.
2. The Mass Care Support Function has three primary functions as it pertains to individuals and households: Mass Care, Housing, and Human Services.
  - A. Mass Care Function



1. Coordinates resources to support non-medical mass care services to victims. Also coordinates and gathers information related to sheltering and feeding operations in the impacted area.
2. Coordinates emergency shelter for victims including the use of pre-identified shelter sites in existing structures; creation of temporary facilities or the temporary construction of shelters; and use of similar facilities outside the incident area, should evacuation be necessary.
3. Coordinates feeding to victims and emergency workers through a combination of fixed sites, mobile feeding units, and bulk distribution of food and water.
4. Coordinates emergency first aid consisting of basic first aid and referral to appropriate medical personnel and facilities and at designated sites.
5. During times of disaster, the American public turns to the American Red Cross as a trusted source of information. The Red Cross will concentrate its Welfare Information and Family Reunification efforts on serving individuals and families within the disaster-affected areas, facilitating communication from inside the disaster-affected area to outside the affected area. Helping disaster victims initiate timely contact with family members and loved ones enables the Red Cross to provide welfare information to many more people outside of the affected area. The Red Cross will also work with both government and community-based agencies that offer a range of welfare information and family reunification service solutions and technical tools.
6. Coordinate bulk distribution by determining the most effective and efficient methods for service delivery based on immediate community needs and resources, as well as physical and logistical considerations.

B. Housing Function

1. Provides assistance for the short and long-term housing needs of victims.
2. Identifies the various factors that could impact the incident-related housing needs and provides assistance to develop a plan of action to provide housing assistance in the most effective, expedited, and efficient manner available at the time.

C. Human Services Function

1. Coordinates and assesses the situation and implements an appropriate plan based on the resources available to assist all victims.

2. Supports various services impacting individuals and households, including a coordinated system to address victim's incident-related recovery efforts through crisis counseling, and other supportive services. Crisis counseling and mental health services provided in coordination with other providers.
3. Ensures water and other associated emergency commodities and services are addressed, as necessary.
4. The Mass Care Support Function is also responsible for managing spontaneous volunteers and donations following a major disaster. Recent history has shown that the uncontrolled influx of people and goods create several problems for the response and recovery community. Improperly donated goods and uncoordinated volunteers are just a few problems that occupy the attention and efforts of emergency management and response resources. The Mass Care Support Function pre-identifies volunteers and resources to be used during and following a major disaster. Individual volunteers not already affiliated with a voluntary agency will be encouraged to do so.

## **II. Policies**

The policies and concepts of the Mass Care Support Function apply to all agencies assigned as a coordinating agency for Mass Care. The underlying principles of all agencies include:

- A. The type and focus of the Mass Care Support Function support may vary depending on an assessment of incident impact(s), the magnitude and type of event, and the stage of the response and recovery efforts.
- B. Activating as needed, in anticipation of, or immediately following, a disaster or emergency or an incident of mass criminal violence.
- C. Supporting mass care activities and services without regard to economic status or racial, religious, political, ethnic, or other affiliation.
- D. Assigning staff to the Mass Care Support Function to work in accordance with their parent agency's rules and regulations
- E. Working toward reducing duplication of effort and benefits.
- F. First aid will be supplemental to emergency health and medical services established to meet the needs of victims.
- G. Conflicts between agencies involved with the Mass Care Support Function will be reconciled by Hamilton County Emergency Management.

- H. Coordinate with spontaneous volunteers and donations in order for the involved responding agencies to focus on the response task at hand.

### **III. Concept of Operations**

#### **A. General**

1. Requests for assistance are channeled through the Emergency Operations Center, if activated, to the coordinating agency responsible for the Mass Care Support Function. Close coordination is required for all response activities. It is expected that each agency involved will either be working directly with multiple coordinating agencies. The American Red Cross and other coordinating agencies will be coordinating their efforts with a liaison in the Emergency Operations Center, if activated.
2. Recovery efforts will be initiated through coordinating agencies and Hamilton County Emergency Management. Furthermore, recovery efforts will be coordinated through COAD (Community Organizations Active in Disaster) or VOAD (Voluntary Organizations Active in Disaster). All agencies responsible for recovery efforts and will vary depending on the size and extent of the event.

#### **B. Volunteers**

1. Prior to and following a disaster, affiliated volunteers will be directed to call the EOC or the United Way of Central Indiana Volunteer Reception Center (VRC) (211). Spontaneous volunteers will be directed to the VRC to register and be placed in a volunteer job that corresponds with their skills and knowledge.
2. The Mass Care Support Function agencies will develop procedures for reception, orientation, and assignment of spontaneous volunteers. During major disasters, the United Way of Central Indiana will open a VRC and volunteers will be matched with identified needs or encouraged to affiliate with an existing voluntary agency. These volunteers will also be encouraged to affiliate with an existing voluntary agency in order to become more effective for future disaster response operations.

#### **C. Donations**

1. Each of the Mass Care Support Function agencies will be responsible for the management of donations within their organization. During major disasters, the large volume of donations may require the use of a donations management database and the establishment of a donations management site to best support the response and recovery efforts.

2. Any agency accepting donations will be responsible for screening donated in-kind goods and services at their respective Disaster Operations Center. Needed donations will be directed to the appropriate volunteer agency for disposition. That agency then becomes the recipient rather than accepting it for the government. The record keeping and final disposition belongs to that agency.
3. All efforts will be made to honor donor intent if donations are made for a specific use and/or agency. Full disclosure will be made to the donor as to the disposition of the gift. Agencies in receipt of improper donated items will make practical disposition of these items to other non-profit agencies in the community when it is impractical to return these items to the donor.
4. Throughout the disaster response operation, COAD personnel will coordinate with the Joint Information Center to disseminate information to the public, via the media and any other means available, regarding general information and current pledges needed for the response effort. Cash donations will be encouraged. Voluntary organizations will often spend the money in the local disaster area, thus helping the local economy get back on its feet. Identifying specific needs through their disaster casework with victims, voluntary agencies can help meet people's needs more precisely with cash donations. Cash donations to recognized relief organizations are also tax deductible.

#### D. Organization

##### 1. Response Structure

- a. Following activation, coordinating agencies along with Hamilton County Emergency Management will convene to evaluate the situation and implement plans established and respond accordingly.
- b. Coordinating agencies are available on a 24-hour basis for the duration of the emergency response period.

#### E. Notification Procedure Responsibilities

1. Hamilton County Emergency Management will be responsible for contacting the coordinating agencies upon activation. Response activities must be coordinated with a liaison within the Emergency Operation Center. This will insure response activities are not duplicated and resources are not wasted.
2. The American Red Cross, a coordinating agency, will be responsible for relaying the activation status to other coordinating agencies. Thus allowing time for each agency to prepare for deployment.

**F. Actions**

1. Initial Actions, Hamilton County Emergency Management will:
  - a. Assess the disaster situation and forecast response needs;
  - b. Coordinate resource requests from first responding agencies;
  - c. Establish communication with coordinating agencies.
2. Ongoing Actions, Hamilton County Emergency Management will:
  - a. Assess the disaster situation and determine the adequacy of response and recovery activities
  - b. Provide reports to Emergency Operation Center;
  - c. Anticipate future requirements.

**IV. Responsibilities**

**A. Support Function Coordinator (Hamilton County Emergency Management)**

1. Activates coordinating agencies.
2. Provides guidance on location and type of operation needed.
3. Plans and supports regular meetings with and between the coordinating agencies related to preparedness, response, and recovery activities.
4. Ensures coordinating agencies are informed and involved in all meetings related to Mass Care Support Function activities.
5. Provides damage assessment reporting to any Mass Care Support Function requesting agency.

**B. Coordinating Agencies**

1. American Red Cross
  - a. Provides leadership in coordinating and integrating overall efforts associated with mass care, housing, and human services.
  - b. Identifies facilities suitable for emergency shelters, respite centers, reception areas, bulk distribution, and mass feeding

operations. Coordinate with the Energy Support Function agencies for energy and power needs at sites.

- c. Coordinate with the Public Safety and Security Support Function agencies for security at American Red Cross sites.
- d. Conduct community disaster education and distribute materials that educate disaster preparedness and the need to be self-sufficient, including food and water, for at least 72 hours following a disaster.
- e. Conduct mobile feeding operations to assist emergency workers and victims at the site of the incident.
- f. Provide emergency assistance to victims.
- g. Provide bulk relief supplies for emergency workers and victims.
- h. Maintain an inventory of sources of food and feeding supplies.
- i. Maintain an inventory of shelters, shelter supplies, equipment and forms.
- j. Establish and operate emergency shelters.
- k. Establish and operate American Red Cross Welcome Centers near the impacted area to provide a one-stop shop for information about available resources and services provided by American Red Cross.
- l. Provide American Red Cross Health Services and Mental Health Services to assist with minor injuries and other medical concerns, and to provide counseling for traumatized victims and emergency workers.
- m. Identify respective communication for information purposes in the disaster field to supporting disaster workers.
- n. Provide Welfare Information and Family Reunification to individual and families within the disaster area and to family members outside of the disaster area.
- o. Develop action steps for coordinating efforts related to the reception, orientation, and assignment of spontaneous volunteers.

## 2. Salvation Army

- a. Conduct mobile feeding operations to assist emergency workers and victims at the site of the incidents.
- b. Provide financial assistance to victims.
- c. Maintain an inventory of sources of food and feeding supplies.
- d. Maintain an inventory of shelters, shelter supplies, equipment, and documentation forms.
- e. Establish and operate emergency shelters.
- f. Identify respective communication for information purposes in the disaster field to supporting disaster workers.
- g. Develop action steps for coordinating efforts related to the reception, orientation, and assignment of spontaneous volunteers.

## 3. United Way

- a. Maintains a database of Pre-identified volunteers to be used during and following a major disaster
- b. Establishes a Volunteer Reception Center to effectively manage and place volunteers with disaster response agencies.
- c. Information & Referral Network
- d. Receive and redirect individuals wishing to volunteer to the United Way Volunteer Reception Center or to a response agency.

C. Supporting Agencies

All the Mass Care Support Function supporting agencies must ensure that the Coordinating agency or Emergency Operations Center Liaison is aware of the functions and activities of all respective participating entities.

1. COAD

- a. Provide coordination among local supporting agencies
- b. Provide a liaison in the Emergency Operations Center to support coordination among relief and / or recovery agencies.
- c. Assists in communicating to the government and the public these services provided by its national member organization.
- d. COAD informs members of the severity of the impact of the incident, needs identified and actions of “helpers” throughout the response, relief, and recovery process.
- e. Provides guidance in client information-sharing, spiritual, and emotional care, and long-term recovery as needed.
- f. Provide leadership in coordinating and integrating overall efforts associated with volunteer and donations management.
- g. Inform members of the severity of the impact of the incident, needs identified and actions of “helpers” throughout the response, relief, and recovery process.
- h. Within 48 hours of the disaster, conduct a COAD meeting with all member agencies to evaluate agency involvement.

2. Duke Energy

- a. Provide priority power restoration to emergency shelters.

3. Good Samaritan Network

- a. Provide clothing for victims. This will be immediately necessary if mass decontamination is needed.

4. Hamilton County Public Health Department

- a. Provides technical assistance to shelter operations related to food, vectors, water supply and water disposal.

## Hamilton County CEMP

- b. Provides priority inspection of facilities being utilized for mass shelters and mass feeding operations.
- 5. Hamilton County School Districts
  - a. Identify the use of school facilities for mass care activities.
- 6. Hamilton County Sheriff's Office
  - a. Provide security for mass shelter activities.
- 7. I-CART
  - a. Provides assistance to help rebuild adaptive capacities, decrease stressors, reduce symptoms of trauma, and restore the victim's sense of equilibrium immediately following a disaster.
  - b. Provides long-term mental health counseling for traumatized victims and emergency workers.
- 8. Inner-Faith Services
  - a. This is an part of the COAD and as of 11.2014 is still continuing to build capability
- 9. Monon Center
  - a. Identify the use of the Monon Center for mass care activities.
- 10. Municipal Law Enforcement
  - a. Provide security for mass shelter activities.
- 11. RACES
  - a. Provide communication in the disaster field to supporting disaster workers.
- 12. Township Offices
  - a. Offer assistance with displaced residents.
- 13. YMCA
  - a. May provide childcare services if requested
  - b. May provide additional sheltering capabilities for the community if called upon



### **Resource Support Function**

**Coordinating Agencies:** Hamilton County Auditor's Office  
Hamilton County Emergency Management  
Hamilton County Sheriff's Office (Purchasing)  
Hamilton County Surveyor's Office

**Supporting Agencies:** American Red Cross  
Good Samaritan Network  
Hamilton County Information Support Services  
Private Enterprises  
Volunteer Organizations Active in Disasters (VOAD)

#### **I. Introduction**

##### **a. Purpose**

- i. The Resource Support Function; shall assist in providing logistical and resource support to response agencies during a disaster. Working closely with State and Local agencies requiring resource support to relief efforts before, during, or after an incident of great significance.

##### **b. Scope**

- i. Resource Support is structured to provide support for the changing requirements of domestic incident management to include, awareness, preparedness, prevention, response, recovery, and mitigation actions. Activities that fall within the scope of this function includes; Supplies, equipment, manpower, back-up telecommunications, record tracking, worker accountability, critical incident de-briefing, vendor distribution lists, security of proprietary and non-public records, salary continuation plans, and additional resources will have to be considered and the development of actionable plans that have been adequately resourced and exercised to ensure that resource support is available in the event of a disaster recover an event or incident.
- ii. In coordination with established NIMS doctrine, Resource Support must remain is in close coordination with Federal, State, Local, and tribal officials to determine the potential needs for support and to track the status of response and recovery activities.

- iii. Resource Support shall prepare contingent plans for emergency relief supplies, facilities space, office equipment, office supplies, telecommunication and information technology contract services, security and personnel required to support immediate response activities.

## **II. Policies**

The policies and concepts of the Resource Support Function apply to all agencies assigned as a coordinating or supporting agency. The underlying principles of all agencies include:

- a. Upon implementation of the National Response Framework (NRF), the Resource Support agencies provide operational assistance to the affected areas.
- b. Support restoration efforts responding to the needs of the public, saving lives, protecting property, and restoring damaged infrastructure. Have primary responsibility for incident prevention, preparedness, response, and recovery. When activated to respond to an incident, should develop work priorities in cooperation with State and Local Agencies. Equipment resource support will be available upon request, pending an initial assessment of incident impact(s), magnitude and type of event, and the stage of the response and recovery efforts.
- c. Activating as needed, in anticipation of, or immediately following, a disaster or emergency or an incident of mass criminal violence.
- d. Establish emergency contracting, emergency repair of solid waste facilities, and clearance of debris to allow inspection and reconnaissance of the damaged areas, and passage of emergency vehicles, personnel and equipment for lifesaving, life protecting and health and safety purposes during the immediate response phase following a disaster.
- e. Assign appropriate staff to support Public Works Support Function in accordance with agency rules and regulations.

## **III. Concept of Operations**

- a. General
  - i. In response to the threat of a disaster, or in response to a major technological accident, the Resource Support function shall provide fiscal, managerial, communications, staff, record keeping, and procurement support as necessary. The Hamilton County Auditor's Office and the support agencies listed above have the resources to provide an umbrella

organization to support the County's primary response and recovery efforts. Their focus during the response phase shall be the timely and efficient acquisition and distribution of resources to departments, agencies, and the documentation of expenditures.

- ii. In preparation for an anticipated disaster, Resource Support Function shall provide a specific plan, that identifies the role of the County Council and a method to expedite approvals and decrease the number of members needed for a quorum, must be formulated in the event of a disaster.
- iii. Resource Support will assume the Coordinating role in restoring vital administrative public services. During a state of emergency, normal purchasing and acquisition procedures may be waived. Once an Emergency Declaration is in effect, the Resource Support team, in conjunction with the support agencies, assumes the full responsibility for resource support for all County departments and support local agencies within the guidelines of the Emergency Declaration. Most interdepartmental and some intra-departmental procurement from existing inventories should be handled at the departmental level. Departments are instructed to document all transactions pursuant to FEMA audit requirements. Resources obtained from outside sources (other than governmental entities or commercial suppliers) will be routed through the Purchasing Division with oversight by the Resource Support team.
- iv. In the event of a declared disaster, a representative from the Auditor's Office or designee in coordination with Emergency Management will coordinate the activities of these agencies. Ensure State and Local Government is fully and consistently integrated into Resource Support activities.
- v. Leasing of additional buildings, facilities, warehouses, or other property may be necessary following a disaster. When needed, Resource Support shall coordinate the procurement of such properties. The replacement of damaged or destroyed facilities will be accomplished by relocating affected personnel to other municipal or county owned or leased buildings. Repairs to damaged public buildings shall be prioritized by respective agencies. Contracts for emergency repairs shall be coordinated through Resource Support.
- vi. Following an incident, and during the recovery phase, the Resource Support team and its component agencies shall coordinate the acquisition of materials, facilities, property and personnel needed to support these operations. Resource Support shall also represent the County in working with State and Federal agencies to identify reimbursable expenditures. In addition, steps to resume operations should be determined. Those steps include, but are not limited to establishing priorities for resuming

operations, continuing to ensure the safety of personnel, conducting employee briefings, creating detailed records (audio recording all decisions and photographing or videotaping damage), account for all damage-related costs, notification to families of worker status, and arrange to protect undamaged property.

- vii. Recovery efforts will be initiated through each individual agency. All agencies responsible for recovery efforts will be expected to update a liaison in the Emergency Operations Center periodically.

#### **IV. Organization**

##### **a. Response Structure**

- i. Following activation, the coordinating agency along with the Resource Support Lead and Hamilton County Emergency Management will convene to evaluate the situation and implement plans established and respond accordingly.
- ii. Coordinating and support agencies are available on a 24-hour basis for the duration of the emergency response period.

#### **V. Notification Procedure Responsibilities**

- a. Depending on the incident either the local purchasing or Resource Support Function will be responsible for contacting the coordinating agency upon activation. Updated reports from both, coordinating and support agencies must be communicated with a liaison within the Local Operations Center and / or County Emergency Operation Center. This will insure response activities and resources are not wasted.
- b. Hamilton County Emergency Management will be responsible for contacting any supporting agency, not already responding, under the Resource Support Function at the time in which they are needed.

#### **VI. Actions**

##### **a. Initial**

- i. Local Municipality or depending on situation Resource Support Function Liaison:
  - 1. Assess the disaster situation and forecast response needs;
  - 2. Coordinate and supply resources requested by first responding agencies (once required resources have been identified and communicated to either the local operations center / County EOC.

3. Establish communication with support agencies.
- b. Ongoing
  - i. Local Municipality and / or Hamilton County Emergency Management with Resource Support Function Liaison and Auditors Office will:
    1. Assess the disaster situation and determine the adequacy of response and recovery activities;
    2. Provide reports to Local Operations Center / Emergency Operation Center;
    3. Anticipate future requirements.

## **V. Responsibilities**

### **A. Support Function Coordinator**

1. Activates coordinating agency.
2. Provides guidance on the impact of the disaster
3. Plans and supports regular meetings with and between the coordinating and support agencies related to preparedness, response and recovery activities.
4. Ensures coordinating and support agencies are informed and involved in all meetings related to Resource Support Activities.
5. Provides damage assessment reporting to any Resource Support Function requesting agency.

### **B. Coordinating Agency Local Purchasing or if County Event Auditor's Office**

1. Auditor, Hamilton County Auditor

The Auditor provides leadership in coordinating and integrating overall efforts associated with Resource Support. The Auditor will utilize those resources available to effect those emergency actions and accomplish the following:

- a. Review daily worker accountability checklist to determine employees who reported to office.
- b. Identify staff to report to Resource Support Center, develop a schedule of specific responsibilities for staff.

- c. Identify office supplies, telephone lists and other materials needed to conduct emergency operations from the Resource Support Center.
- d. Provide fiscal guidance, technical support and funding options to the Resource Support Center.
- e. Identify short-cut approval procedures and quorum reduction requirements.
- f. Identify from ISS, back-up system for mainframe records and reports.
- g. Determine how salary continuation can be managed.
- h. Obtain vendor lists from Purchasing to ensure emergency needs are met.
- i. Maintain chain of command and authority levels for spending.
- j. Coordinate confidential records safety and prepare documentation for requests from outside agencies, independent authorities, and other agencies.
- k. Act as a representative for all FEMA documentation requirements. Provide FEMA documentation forms and procedures to departments and agencies as needed. Coordinate reporting of initial damage information and cost estimates to the FEMA representative.
- l. Distribute an Emergency Procurement Procedures Manual, complete with a copy of telephone and fax numbers for "emergency vendors", sorted by product or service. These vendors should have agreed in advance to provide necessary supplies to authorized officials and employees at little or no notice at the normal government discount rate.
- m. Work with Purchasing to identify via fax or other means contracted private commercial vendors, to be on stand-by to receive orders for equipment or materials.
- n. Upon activation of the Emergency Operations Center, Resource Support will send a representative to act as a liaison.

- o. Maintain an inventory of procedures and point-of-contact for obtaining specialized equipment and labor, fuel and transportation, and other resources.

C. Support Agencies

1. Information Services Agency (ISS)

- a. Prior to a disaster, review departmental procedures to insure minimal impact upon Resource Support computer operations including GIS functions.
- b. Provide services as required for the disaster response effort.
- c. Provide necessary maps, etc. for damage assessment teams to expedite the completion of their function and for the use of FEMA in their capacity.
- d. Assist in the development of a Continuity of Government Site if needed.

2. Procurement and Supply Division

- a. Coordinate equipment and other resource requests unable to be filled by inventories, using commercial vendors and other channels.
- b. Provide manpower and any materials that may be needed.
- c. Provide any additional facilities, buildings, or property needed for the recovery effort, including Disaster Application Centers, equipment holding yards, temporary office space, etc.

## **Health and Medical Support Function**

<b>Primary Coordinating Agency</b>	Hamilton County Health Department
<b>Coordinating Hospitals:</b>	Franciscan Alliance, St. Francis, Carmel IU Health North IU Health Saxony Riverview Health St. Vincent Hospital, Carmel St. Vincent Hospital, Fishers St. Vincent Heart Center
<b>Coordinating Emergency Medical Services (EMS)</b>	Carmel Fire Department Cicero Fire Department Fishers Fire & Emergency Services Jackson Township Fire Department Noblesville Fire Department Sheridan Fire Department Westfield Fire Department
<b>Supporting Agencies:</b>	Hamilton County Coroner Hamilton County Emergency Management Hamilton County Sheriff's Office and Municipal Law Enforcement Hamilton County Volunteer and Community Organizations Hamilton County Chaplain's and Mental Health Organizations District 5 Hospitals Duty Officer District 5 Mental Health Response Team MESH Duty Officer Bio Watch Advisory Council Indiana State Department of Health Duty Officer Indiana State Department of Health Laboratory Response Network Indiana Department of Environmental Management 53 <sup>rd</sup> Combat Support Team, Indiana National Guard

### **1.0 GENERAL**

Health and Medical covers a variety of hazards that can be anticipated in the event of an incident involving mass casualties, illness and/or death. Additionally, as a supporting agency, Health and Medical provides a number of capabilities to incident command through multi-agency coordination. This annex is used to identify the necessary public, private and volunteer functions that are required to respond quickly and effectively during an event or incident.

### **2.0 CONCEPT OF OPERATIONS**

Upon identification that an incident has occurred or is imminent, the Administrator of the Hamilton County Health Department will direct the Emergency Preparedness Coordinator to execute activities on behalf of the Health and Medical community of Hamilton County. The Administrator may additionally provide liaison to the Hamilton County Emergency Operations



Center (EOC) or coordinate representation from participating EMS or hospital staff. Once established, Health and Medical will assume coordinating responsibility for the safety of food and water supplies, the prevention and control of epidemics, the delivery of resources available in the health and medical community (see Health and Medical Resource Guide), and the identification of victims and emergency mortuary services.

Coordinating hospital agencies may establish internal operations centers in order to participate in incident coordination activities. Once established, procedures outlined in the Health and Medical Emergency Operations Plan will be carried out in order to facilitate sharing of information, creation and maintenance of a common operating picture as well as participate in multi-agency coordination of health and medical resources. Frequently, hospitals active internal operations centers during on site incidents without the need for county-level coordination.

Coordinating EMS agencies will participate in accordance with routine operations as dispatched but may support incidents by staff the Health and Medical in the EOC to better coordinate with Fire Services and hospitals.

During a public health and medical related incident, requests for State and Federal resources may be by made by the identified unified command in conjunction with members of the policy group and supporting functions with whom operations overlap. The Administrator, and/or Health Officer will consult with Indiana State Department of Health during the decision making process in the event of a biological/infectious disease outbreak event to determine whether prophylaxis is required for citizens or whether significant community containment measures should be implemented.

### **3.0 ORGANIZATION OF HEALTH AND MEDICAL COALITION**

The Hamilton County Health and Medical Coalition has two operating bodies of voluntarily participating members. Both bodies are co-chaired by the Health Department's Emergency Preparedness Coordinator, a representative of the EMS Coalition and a representative from the hospital community. Together they oversee the function of the two bodies. These two bodies are the Steering Committee and the Planning Committee.

The Steering Committee membership consists of one representative from each hospital, one representative from each EMS, the health department preparedness coordinator, the health department administrator and a representative from the emergency management office. Ideally, the Steering Committee meets once every two months, prior to the Planning Committee meetings or more frequently as necessary to develop prioritized direction for the overall accomplishment of Health and Medical planning activities.

The Planning Committee consists of representatives and officials from local government, additional hospital and EMS representatives, point of dispensing planning partners, law enforcement, fire, the coroner, schools, other supporting functions, volunteer or civic organizations, private sector service providers and any other agency with an interest or stake in Health and Medical planning activities. Ideally, the Planning Committee meets quarterly to close planning gaps and identify mitigation strategies.

#### **3.1.1 Co-chair Representatives**

- a. Represent respective mission area to provide direction and priority.
- b. Provide guidance on outstanding issues related to the coordination of grant monies.
- c. Participate in county training and exercise planning workshop to coordinate Health and Medical community needs.

- d. Develop and disseminate Health and Medical planning documents.
- e. Share information with respective mission area to streamline flow and timeliness.

**3.1.2 Health and Medical Steering Committee**

- a. Identify representatives from hospitals and EMS to serve as co-chairs
- b. Develop direction and objectives of Planning Committee.
- c. Resolve outstanding issues related to the coordination of grant monies.
- d. Identify training and exercise needs based on Health and Medical community gaps.
- e. Identify members to attend County Local Emergency Planning Committee meetings.
- f. Assist co-chairs with the development and dissemination of Health and Medical planning documents.

**3.1.3 Health and Medical Planning Committee**

- a. Provide feedback to resolve Health and Medical planning and coordination issues.
- b. Participate in trainings or exercises.
- c. Voluntarily serve on identified sub-committees to develop and promote Health and Medical objectives as needed.
- d. Provide individual agency updates to community at scheduled meetings.

**3.1.4 Health and Medical Representative to the EOC:** When activated by EMA representative will:

- a. Share information to support common operating picture.
- b. Assess the capacity of all Hamilton County healthcare facilities to respond to an emergency or infectious disease outbreak.
- c. Identify actions to be taken by local hospitals and health care facilities to create more bed and patient care capacity during an emergency or infectious disease outbreak.
- d. Establish and encourage the adoption of a uniform emergency hospital incident command system by all hospitals, better enabling personnel to assist in any facility.
- e. Ensure communication and coordination of services among hospitals, first responders and Duty Officers from District 5 Hospitals, MESH and ISDH ESF-8 Desk.
- f. Coordinate resource requests from local agencies with EMA.

**3.2 Identification of Responsible Agencies (Coordinating and Supporting):** Coordinating agencies are those agencies with primary responsibility to conduct health and medical operations during all-hazards. Supporting agencies are those agencies that may be requested to provide specific assistance to support health and medical operations.

**3.3 Organizational Responsibilities**

**3.3.1 Hamilton County Health Department:** The Administrator of HCHD is charged with the coordination of all health services following an event or incident. The Administrator will ensure that HCHD is ready at all times to perform the functions required by both the State and local Health and Medical. The Administrator will seek and receive advisement from the established policy group often consisting of the County Commissioners, the Health Officer, the Health Board and municipal entities when appropriate. During public health emergencies, the Administrator will serve as a commander in the Unified Command group. Under Health and Medical, the Administrator's health department shall:

- a. Share information to support a common operating picture
- b. Provide inspection and appropriate testing of drinking water and food supplies to ensure the safety of both for the general public and designated emergency facilities
- c. Provide the community with mass distribution of drugs and/or vaccines in response to the threat or occurrence of infectious disease

- d. Enforce non-medical interventions across jurisdiction in accordance with Health Officer direction such as isolation, quarantine, etc.
- e. Coordinate testing of specimens for chemical, biological, or radiological contaminants
- f. Provide emergency rodent and insect control to prevent the spread of disease
- g. Develop policies to address emerging health issues as appropriate
- h. Provide death certificates in a timely manner
- i. Assure the appropriate documentation of services provided during mass prophylaxis/immunization
- j. Provide a HCHD Public Information Officer to coordinate with External Affairs to assure timely and accurate information regarding health in the community.
- k. Provide Emergency Preparedness Coordinator to serve as co-chair of the Health and Medical Steering and Planning Committees. Coordinator shall:
  - 1. Conduct Planning Committee meeting once every two to three months and a Steering Committee meeting at least once every two months
  - 2. Develop, test and disseminate planning documents and provide EMA with a copy of all finalized planning documents
  - 3. Maintain Health and Medical communications plan
  - 4. Maintain 24/7 contact ability and access to WebEOC or other virtual tools
  - 5. Serve as Health and Medical Function Representative at Emergency Operations Center
- l. Maintain database of private provider networks and physicians.
- m. Provide oversight and fiscal agency to the Hamilton County Medical Reserve Corps
- n. Assist the Coroner with death certificate issuance during a mass fatality incident
- o. Conduct inspections of county regulated facilities involved/effected by incident or event

**3.3.2 Coordinating Hospitals within Hamilton County:** This group is comprised of representatives from each Hamilton County hospital and selected health care providers shall assure emergency and routine medical services are available to all during an event or incident. Under Health and Medical, these agencies may:

- a. Share information to support a common operating picture
- b. Identify Steering Committee representative and appropriate back up; attend steering and planning meetings as required
- c. Provide copies of planning documents (including HVA's, EOPS and Resource Guides) to HCHD Emergency Preparedness Coordinator
- d. Provide individual hospital updates to community at scheduled meetings
- e. Establishes and encourages the adoption of a uniform emergency hospital incident command system by all staff to better enable personnel to assist in any facility.
- f. Provide continuing medical care for those who were ill prior to the disaster as well as those who become ill or injured during the accident
- g. Coordinate testing of specimens for chemical, biological, or radiological contaminants.
- h. Coordinate the availability of biological, chemical and radiological decontamination if indicated
- i. Ensure disposal of medical waste at hospitals.
- j. Provide emergency medical supplies, power, water, sewage disposal, and other essential services to establish alternate-care facilities if these services are interrupted or curtailed
- k. Provide services for displaced or transported hospital and nursing home patients as needed
- l. Assure adequate supplies for medical facilities to meet the medical needs of disaster victims
- m. Ensure adequate supplies of food and water for victims and staff in medical facilities.
- n. Train additional personnel to assure proper response to casualties

- o. Coordinate the evacuation of health care facilities
- p. Provide prophylaxis to staff and their immediate families in accordance with individual protocol in the event or threat of an infectious disease outbreak
- q. Identify actions to be taken to create more bed and patient care capacity during an emergency or infectious disease outbreak
- r. When requested, provide a member to serve as Health and Medical Representative to the Hamilton County Emergency Operations Center
- s. Report disease and symptom information over HIPAA appropriate system in support of epidemiological investigation and surveillance
- t. Provide subject matter expertise to the incident command as requested through liaison in the form of technical specialists
- u. Coordinate next of kin notification with Hamilton County Coroner

**3.3.3 Coordinating EMS Agencies within Hamilton County:** This group will ensure the availability of emergency medical services and transportation to medical facilities or emergency shelters. Under Health and Medical the municipal EMS agencies may:

- a. Share information to support a common operating picture
- b. Provide first aid, triage, and the initiation of life saving measures at the site of the disaster
- c. Plan and implement first aid station sites
- d. Assist in the storage, distribution, and redistribution of medical supplies and drugs to first aid sites, emergency shelters, and established hospital facilities as required
- e. Ensure that appropriately trained medical personnel exist to respond to emergency and disaster situations
- f. Provide prophylaxis to municipal essential staff and their family members in the event or threat of an infectious disease
- g. Provide a member to serve as Health and Medical Representative to the Hamilton County Emergency Operations Center
- h. Report disease and symptom information in accordance with HIPAA regulations in support of epidemiological investigation and surveillance
- i. Provide assistance at designated community points of dispensing

**3.3.4 Hamilton County Coroner:** The Hamilton County Coroner oversees the appropriate care, handling and disposition of disaster caused fatalities. The Coroner's Office serves all those who die in Hamilton County, their families and other associated agencies in the investigation of unusual and unexplained deaths, resulting in timely and accurate completion of the Coroner's Verdict and death certificates. Under Health and Medical the Coroner's office shall:

- a. Share information to support a common operating picture
- b. Coordinate additional morgue sites for body identification, record maintenance, and storage of personal belongings as needed
- c. Provide emergency transportation, preparation, and burial of victims.
- d. Notify next of kin as required
- e. Oversee the development and implementation of a county-wide fatality management plan
- f. Coordinate next of kin notification with hospitals

**3.3.5 Hamilton County Emergency Management:** As the county level multi-agency coordination center, EMA shall:

- a. Share information to support a common operating picture
- b. When requested, provide representation to Health and Medical Steering and Planning Community meetings to assist with development of all-hazards oriented health and medical goals and objectives

- c. Review Health and Medical related planning document and provide feedback for completeness, realism and accuracy; include Health and Medical planning documents as appendices, attachments or job aides to the Comprehensive Emergency Management Plan
- d. Maintain current contact lists for Health and Medical chairs and committee members
- e. When requested, respond to resource requests from Health and Medical Representatives or appropriate entities from Hospital Operations Centers or the Health Department Operations Center during public health emergencies
- f. Request Health and Medical Representative during local events or emergencies when appropriate
- g. Assist with staffing points of dispensing by coordinating Commissioner's use of county employees during events or incidents

**3.3.6 Hamilton County Sheriff's Office (HCSO) and Municipal Law Enforcement:** As a supporting organization HCSO may be requested by Health and Medical agencies to:

- a. Share information to support a common operating picture
- b. Conduct security sweep of point of dispensing prior to opening
- c. Provide security assistance at point of dispensing sites to maintain order
- d. Provide security assistance at hospital facilities when requested
- e. Provide security for Strategic National Stockpile material at point of dispensing sites
- f. Provide escort of Strategic National Stockpile material from one location to another
- g. Provide secure location for Strategic National Stockpile material

**3.3.7 Hamilton County Volunteer and Community Organizations:** As supporting organizations volunteer and community organizations may be requested by Health and Medical agencies to:

- a. Share information to support a common operating picture; identify underserved populations
- b. Staff critical facilities such as points of distribution/dispensing, community shelters and family assistance centers
- c. Provide crisis mental health support
- d. Assist with recovery missions

**3.3.8 Hamilton County Chaplain's and Mental Health Organizations:** As supporting organizations the mental health community may be requested by Health and Medical agencies to:

- a. Share information to support a common operating picture
- b. Provide crisis mental health support to clients and staff
- c. Assist with staffing, community mental health centers, family assistance centers and points of dispensing

**3.3.9 District 5 Hospitals Duty Officer:** As a supporting organization D5 Hospitals may be requested by Health and Medical agencies to:

- a. Share information to support a common operating picture
- b. Coordinate resource requests from Hamilton County based hospitals with unaffected hospitals across the district
- c. Provide resources from District inventory to support local operations
- d. Assist in the coordination between sentinel laboratories and the ISDH laboratory as part of the Laboratory Response Network (LRN)

**3.3.10 District 5 Disaster Mental Health Response Team:** This team is state-supported and considered a State asset that could be activated in response to a disaster in Central Indiana (or other locations). District Disaster Mental Health Teams are volunteers who are supported by the State

Division on Mental Health and Addictions Office of Emergency Preparedness, Indiana  
Department of Homeland Security and the State Department of Health.

**3.3.11 MESH Duty Officer:** This organization is comprised of a coalition of hospitals, community health care centers, public health emergency management and homeland security. MESH functions as a medical multi-agency coordination center (MACC) for Marion County during and event where there may be a large-scale medical emergency. As a supporting organization to Hamilton County Health and Medical, MESH may be requested to:

- a. Share information to support a common operating picture
- b. Poll hospitals and provide bed tracking information to EMS and EOC staff
- c. Provide resources from MESH inventory to support local operations
- d. Provide ongoing liaison support to hospitals impacted by the disaster

**3.3.12 Indiana State Department of Health Duty Officer :** As a supporting organizations the Duty Officer may:

- a. Share information to support common operating picture
- b. Facilitate resource requests within the health and medical community
- c. Issue applicable guidance and directives
- d. Assist with staffing points of dispensing

**3.3.13 Bio Watch Advisory Council (BAC):** Bio Watch is a surveillance sampling program to test the air for airborne threats. These samplers are located at undisclosed locations and monitor the air 24/7. The samples are test daily to detect the presence of an agent's unique DNA. As a supporting agency, the BAC may:

- a. Share information to support a common operating picture
- b. Provide notification of a bio-terrorism or naturally occurring agent release
- c. Facilitate the coordination of resources during an incident
- d. Assist policy group with necessary decisions regarding mass counter-measure dispensing strategy

**3.3.14 Indiana State Department of Health Laboratory Response Network:** As a supporting organization the ISDH Laboratory may:

- a. Share information to support a common operating picture
- b. Conduct surveillance and detection of communicable diseases, environmental hazards and their health effects, and food contaminations and their health effects
- c. Examine clinical isolates, environmental samples, and food samples for the presence of highly dangerous organisms and biologic toxins
- d. Coordinates sampling from sentinel laboratories across the state
- e. Examine blood and urine from individuals who may have been involved in a toxic chemical-exposure
- f. Conduct surveillance testing of blood samples for lead exposure
- g. Provide technical specialists to assist the incident command

**3.3.15 Indiana Department of Environmental Management (IDEM):** The supporting mission of IDEM's Emergency Response Section is to protect public health and to mitigate harm during spill events and environmental emergencies. IDEM may:

- a. Share information to support a common operating picture
- b. Facilitate spill response actions from persons experiencing spills to soil and water
- c. Request assistance from the United States Environmental Protection Agency during air release emergencies

- d. Respond to releases of hazardous materials
- e. Provide technical specialists to incident command

**3.3.16 53<sup>rd</sup> Civil Support Team (CST), Indiana National Guard:** The supporting mission of the CST is to respond to known or suspect incidents involving a WMD, and assisting the civil authorities on scene. Whether police, fire, EMS, or public utilities, they are here solely to work for the Incident Commander as a resource, and provide subject matter expertise in the full spectrum of a CBRNE response. Specifically, the CST will help the IC through the following:

- a. Share information to support a common operating picture
- b. Assess a CBRNE scene using our team's 22 subject matter experts in support of the Incident Commander and his staff
- c. Identify the CBRNE agent(s) utilized using state-of-the-art technology and years of specialized training and experience
- d. Advise civilian responders regarding recommended lifesaving actions and potential mitigation
- e. Facilitate Local, State and Federal assets with greater expediency and knowledge of our National Resource Inventory
- f. Provide technical specialists to incident command

### **Agriculture Support Function**

**Coordinating Agencies:** Hamilton County Sheriff's Office Animal Control  
The Humane Society for Hamilton County  
Local Municipality Animal Control Division

**Supporting Agencies:** American Society for the Prevention of Cruelty to Animals (ASPCA)  
Hamilton County Emergency Management  
Other Humane Societies  
Purdue University School of Veterinary Medicine  
Local Municipality Animal Control Division  
State Veterinary Hospitals  
United Way

## **I. INTRODUCTION**

### **a. Scope:**

The Agriculture Support Function is responsible for providing the safety and well-being of animals, including household pets, during an emergency response or activation. The largest population of animals will fall under the "household pet" category with that population being spread throughout Hamilton County. Animals that are considered used for food production such as cattle, pigs, chickens and other livestock are largely in the northern part of the county but can be found sporadically throughout the entire county. There are several horse ranches throughout the county also.

### **b. Purpose:**

The purpose of this support function is to have plan that details disaster preparedness areas of concern include, but are not limited to: animal emergency veterinary care, evacuation, rescue, temporary confinement, shelter sheltering, identification of strays and returns to owners, and field euthanasia. Such coordination may involve diagnosis, treatment and control of animal-borne diseases of public health significance and the disposal of dead animals.

## **II. POLICIES**

Depending on the size and scope of the incident and location a local municipality or jurisdiction may be the coordinating agency if the incident is local. If the incident is of a county wide incident The Hamilton County Sheriff's Office Animal Control Division along with the Hamilton County Humane Society shall be the coordinating agency responsible for the support function activities in response to a major event that can or have affected the animal population in Hamilton County.



During countywide incidents the Hamilton County Sheriff's Office Animal Control Division along with the Hamilton County Humane Society will coordinate rescue, treatment, and care activities amongst all support agencies to afford efficient service delivery with minimal redundancy. This preplanned coordination of efforts will allow the coordinating agency the ability to ensure comprehensive animal-related services throughout Hamilton County.

### **III. CONCEPT OF OPERATIONS**

1. The Agriculture Support Function personnel will coordinate the activation and initiate animal care and control assets to fulfill specific mission assignments that support essential activities in mitigation, preparedness, response and recovery efforts.
2. The Agriculture Support Function shall activate, deploy and organize personnel and resources based upon:
  - a. Pre-established policies and protocols
  - b. Integration and support of the overall CEMP
  - c. Significant health concerns or issues that require immediate analysis and/or response.
  - d. The type of incident and resources required.
  - e. The level of support required by other Support Functions
3. Agriculture Support Function will ensure that timely and continuous communication is established with key partners within the county to promote an accurate common operation picture during or following emergency operations.

### **IV. RESPONSIBILITIES**

1. The primary agency role is shared by the a local municipality Animal Control Division and / or Animal Control Division of the Hamilton County Sheriff's office and the Hamilton County Humane Society are responsible for the following:
  - a. Provide expertise and information to assist in preparedness, response and recovery operations.
  - b. Coordinate the recovery, restoration and safety of both household and livestock impacted by hazards or disaster situations.
  - c. Provide training to essential personnel who may be called upon to work in potentially impacted areas or in the local and or county EOC.
  - d. Manage the financial aspects of the response.

- e. Work with other local or municipal entities to assess the overall impact of an incident and potential resource gaps that may exist.
  - f. Aid in identification of an animal shelter if needs arise.
2. The support agencies are responsible for the following:
- a. Assist in mitigation, preparedness, response, and recovery operations, as needed or required.
  - b. Assist, as needed, in the activation of the EOC, supporting the coordination of animal care and control of response assets and personnel.
  - c. Assist the primary agencies in the development and implementation of policies, protocols, SOPS, checklists, or other documentation necessary to carry-out mission essential tasks.
  - d. Assist in developing situation reports and readiness assessments that will provide for an accurate Common Operating Picture (COP).
  - e. Participate in training and exercises for continuous improvement in preparedness, response and recovery capabilities.
  - f. Identify new equipment, technologies or capabilities required to prepare for or respond to new or emerging threats or hazards.
  - g. Provide information regarding challenges to the county's ability to supply natural resources and animal care and control response functions.

## **V. Resource Requirements**

1. Primary and support agencies shall maintain internal SOP's or guides that detail the logistical and administrative priorities necessary to conduct mitigation, preparedness, response, and recovery operations.
2. Each primary and supporting agency will comply with applicable requirements for training as directed by their individual agencies. Additionally, training requirements from higher federal or state authorities will take priority. Training may include, but is not limited to:
  - a. National Incident Management System/ Incident Command
  - b. Continuity of Operations
  - c. Emergency Operations Planning
  - d. Emergency Operations Center Training
  - e. SOP Development
  - f. Natural resource protection and commodity protection
  - g. Animal borne diseases

h. Animal Health activities

### **Utilities Support Function**

<b>Coordinating Agencies:</b>	American Electric Power Duke Energy Hamilton County Emergency Management Vectren Gas
<b>Supporting Agencies:</b>	Indianapolis Power and Light Citizens Energy Group Marathon Pipelines Midwest Independent System Operator (MISO) Northern Indiana Public Service Company (NIPSCO) Other utility agencies Rural Electric Membership Cooperatives (REMCs)

## **I. INTRODUCTION**

### **a. Purpose**

- i. Utilities Support Function helps restore Hamilton County's utility infrastructure following an emergency and/or a major disaster and is an integral part in maintaining continuous and reliable utility supplies.
- ii. The Utility Support Function establishes policies and procedures for the preparedness and prevention of incidents affecting Hamilton County's utility infrastructure and the response and recovery from shortages and disruptions in the supply and delivery of various utilities to include electricity, natural gas, and other forms of energy or fuels that impacting large populations of Hamilton County. The Utility Support Function is responsible for maintaining continuous and reliable utility supply for Hamilton County through preventative measures as well as restorative actions.

### **b. Scope**

- i. Utility Support Function agencies address significant disruptions in the utility infrastructure for any reason, whether caused by the physical disruption in energy generation, transmission, and distribution infrastructure or an unexpected operational failure, which causes a utility shortage or system-wide outage.

- ii. Agencies maintain lists of Utility centric critical assets and infrastructures and consistently monitor those resources to identify and correct vulnerabilities to the utility and / or energy infrastructure.
- iii. Utility Support Function agencies gather, assess, and provide information on utility system damage and estimations on the impact of utility system outages within affected areas. Additionally, agencies provide information concerning the restoration process such as projected restoration schedules, percent completion of restoration, geographic information on the restoration, and other information as appropriate.
- iv. Agencies provide a variety of assets and resources that may be used in a response to any event involving utility disruption. “Energy” is defined as the generating, refining, transporting, storage, transmitting, and conserving of electricity, natural gas, or other forms of energy and the building, and maintaining of the energy infrastructure and/or system components which support that infrastructure; “all hazards” includes, but is not limited to, both naturally occurring incidents such as weather, and man-made incidents such as radiological, chemical and biological materials, weapons of mass destruction (WMD), and terrorism events.
- v. Agencies address the impact of damage to the utility infrastructure in Hamilton County while taking into account that other counties may have energy supplies, systems, and components relying on that same infrastructure.

## **II. POLICIES**

- a. The policies and concepts of the Utility Support Function apply to all agencies assigned as a coordinating or supporting agency for utilities. The underlying principles of all agencies include:
  - i. The type and focus of utility support may vary depending on an assessment of incident impact(s), the magnitude and type of event, and the stage of the response and recovery efforts.
  - ii. Activating as needed, in anticipation of, or immediately following, a disaster or emergency or an incident of mass criminal violence.

- iii. Supporting energy needs and services without regard to economic status or racial, religious, political, ethnic, or other affiliation.
- iv. The Priority of the Utility Support Function is to save lives, protect property, restore damaged energy infrastructure and components and assist other Support Functions by aiding in the restoration of damaged energy systems.
- v. Assigning staff to work in accordance with their parent agency rules and regulations.
- vi. Emergency Management will reconcile conflicts between agencies involved with the Utility Support Function.

### **III. CONCEPT OF OPERATIONS**

#### **a. General**

- i. While requests are channeled through the Emergency Operations Center to the agency responsible for the Utility Support Function, most requests may be handled with the responding utility directly. It is expected that each agency involved will either work directly with the coordinating agency, or will coordinate their efforts with a liaison in the Emergency Operations Center.
- ii. Recovery efforts will be initiated through each individual agency. All agencies responsible for recovery efforts will be expected to update a liaison in the Emergency Operations Center periodically.
- iii. Collectively, the coordinating and support agencies that comprise the Utility Support Function serve as the focal point for reports of damage to, the requirements for system design and the operation of, and the procedures for the preparedness, prevention, recovery and restoration of the utility infrastructure in Hamilton County.

### **IV. ORGANIZATION**

#### **a. Response Structure**

- i. Following activation, the coordinating agency along with the County Emergency Operations Center, will convene to evaluate the situation and implement plans established and respond accordingly.

- ii. Coordinating and support agencies are available on a 24-hour basis for the duration of the emergency response period.
- iii. Hamilton County Emergency Management will be responsible for contacting the coordinating agency upon activation. Updated reports from both, coordinating and support agencies must be communicated with a liaison within the Emergency Operation Center. This will insure response activities and resources are not wasted.
- iv. Hamilton County Emergency Management will be responsible for contacting any supporting agency, not already responding, under the Utility Support Function at the time in which they are needed.

## **V. ACTIONS**

- a. Initial
  - 1. Assess the disaster situation and forecast response needs;
  - 2. Coordinate resource requests from first responding agencies;
  - 3. Establish communication with support agencies.
- b. Ongoing
  - 1. Assess the disaster situation and determine the adequacy of response and recovery activities;
  - 2. Provide reports to the Emergency Operation Center;
  - 3. Anticipate future requirements.

## **VI. RESPONSIBILITIES**

- a. Coordinating Agency
  - i. Activates coordinating agency.
  - ii. Provides guidance on the impact of the disaster.
  - iii. Plans and supports regular meetings with and between the coordinating and support agencies related to preparedness, response and recovery activities.
  - iv. Ensures coordinating and support agencies are informed and involved in all meetings related to the Utilities Support Function
  - v. Provides damage assessment reporting to requesting agencies.
- b. Coordinating Agency
  - i. Provides leadership in coordinating and integrating overall efforts associated with utilities.
  - ii. Save lives, protect property, restore damaged electrical systems and components and assist other Support Functions by aiding in the restoration of damaged systems.

- iii. Develops and maintains emergency plans directing Hamilton County's response to various predetermined situations involving electrical systems and / or other utilities problems affecting the safety, health and welfare of the community.
  - iv. Upon full activation of the Emergency Operations Center, the Coordinating Agency will send a representative to act as a liaison.
  - v. Maintain an inventory of procedures and points-of-contact for obtaining specialized equipment and labor, fuel and transportation, and other resources.
  - vi. Provide periodic reports to the Emergency Operations Center concerning the energy restoration process such as projected restoration schedules, percent completion of restoration, geographic information on the restoration, and other information as appropriate.
  - vii. Public announcements on energy conservation, outages, and other energy issues will be coordinated with External Affairs Support Function and the Joint Information Center in the Emergency Operations Center.
- c. Support Agencies
- 1. Save lives, protect property, restore natural gas, manufactured gas, steam and/or chilled water systems and / or other utilities and assist other Support Functions by aiding in the restoration of damaged systems.
  - 2. Develops and maintains emergency plans directing Hamilton County's response to various predetermined situations involving natural gas, manufactured gas, steam and/or chilled water system problems and / or other utilities affecting the safety, health and welfare of the community.
  - 3. Provide periodic reports to the Emergency Operations Center concerning the energy restoration process such as projected restoration schedules, percent completion of restoration, geographic information on the restoration, and other information as appropriate.
  - 4. Maintain an inventory of procedures and points-of-contact for obtaining specialized equipment and labor, fuel and transportation, and other resources.
  - 5. Public announcements on utility conservation, outages, and other utility issues will be coordinated with External Affairs Support Function and the Joint Information Center in the Emergency Operations Center.
- ii. Department of Public Works / Transportation
- 1. Remove debris from roadways not to complicate expedient utility restoration efforts.



## **Public Safety and Security Support Function**

**Coordinating Agencies:** Arcadia Police Department  
Carmel Police Department  
Cicero Police Department  
Fishers Police Department  
Noblesville Police Department  
Hamilton County Sheriff's Office  
Sheridan Police Department  
Westfield Police Department

**Supporting Agencies:** American Red Cross  
Hamilton County Emergency Management  
Hamilton County Health Department  
Indiana Department of Homeland Security  
Indiana National Guard  
Indiana State Health Department  
Indiana State Police  
Indianapolis Metropolitan Police Department (IMPD)

### **I. PURPOSE**

The Public Safety and Security Support Group integrates Hamilton County public safety and security capabilities and resources to support the full range of incident management activities associated with preventing or minimizing deaths, injuries, and property damage by controlling criminal activity, providing traffic and crowd control, and coordinating evacuation efforts in Hamilton County following an emergency and/or major disaster.

### **II. SCOPE**

The Public Safety and Security Support Group provide assets and capabilities needed in support of incident management, force and critical infrastructure protection, and public safety. ESF 13 would most likely be activated in large-scale events requiring extensive measures to provide public safety and security. Activities may include but not limited to credentialing and access control measures, guarding essential facilities, utilities, and supplies, providing security for the local or Strategic National Stockpile, assisting with reconnaissance and surveillance, and providing safety and security training for responders.

### **III. POLICIES**

- a. The originating agency facilitates coordination among supporting agencies to ensure that the Public Safety and Security Support Group communication and coordination process is consistent with the stated incident management missions and objectives.

- b. When activated, the Public Safety and Security Support Group coordinates the implementation of units/groups that are appropriate for the situation and provides protection and security personnel and resources to support incident operations.
- c. The Public Safety and Security Support Group directions to deployed public safety and security personnel must include specific guidance regarding tactical operational objectives, use of force, and arrest procedures.

#### IV. CONCEPT OF OPERATIONS:

- a. General
  - i. The Public Safety and Security Support Group is activated when public safety and security capabilities and resources are needed to support incident operations.
  - ii. When activated, the **originating** agency assesses public safety and security needs and responds to requests for resources from the support agencies and maintains communication with support agencies to determine capabilities, assess resource availability, and track deployed resources.
  - iii. Depending upon the magnitude of the emergency situation and the possibility of federal jurisdiction over a crime scene, multiple law enforcement agencies may need to combine manpower and resources. Combined response will utilize the NIMS structure for incident management. Representatives from other law enforcement agencies in Hamilton County, including the Indiana State Police and all federal law enforcement authorities, will be encouraged to assign a representative from that agency to be present in the Emergency Operations Center (EOC) during the execution of the emergency plan.
  - iv. Detailed logs must be kept maintaining a chronological listing of events and responses as they transpire and persons who are contacted at various times to provide specific assistance. This will be important in cases where law enforcement authority might be relinquished due to jurisdictional responsibilities, such as the FBI assuming responsibility for a criminal investigation once a sufficient number of FBI personnel have arrived at the disaster scene.

## V. ACTIONS

### a. Initial

- i. When activated, the **originating** agency deploys an on-call representative to the Emergency Operations Center.
- ii. The **originating** agency representative assesses the need for additional resource support.
- iii. Coordinates the overall, countywide law enforcement response, considering the principle of "concurrent jurisdiction".
- iv. Determines which law enforcement functional groups should be notified or mobilized according to the situation.
- v. Gathers and analyzes information about the status of law enforcement services, resources, and facilities during and after a major incident.
- vi. Identifies and mobilizes law enforcement resources in support of field incident commanders.
- vii. In cooperation with Support Function 7, enters into contracts with private vendors as necessary to provide needed equipment, supplies, labor, and services as required.

### b. Law Enforcement

- i. Enforces normal laws as well as any special restrictions enacted as a result of the emergency.
- ii. Rescues victims and secures crime scenes.
- iii. Adjusts resource deployments to provide maximum long-term coverage.
- iv. Requests mutual aid and other resources necessary to conduct law enforcement operations.
- v. Coordinates with other Support Functions such as Fire and Public Works to be facilitate response and recovery operations.

### c. Traffic Control

- i. Provides resources to control specific predetermined intersections where automatic traffic control has failed.
- ii. Facilitates traffic flow to and from disaster sites.

- iii. Coordinates with other ESFs to facilitate response and recovery operations.
  - iv. Requests mutual aid and other resources as necessary to conduct traffic control operations.
- d. Site Security and Perimeter Security
  - i. Provides resources to establish and maintain a secure perimeter around incident scenes, critical facilities, shelters, feeding sites, and collection centers as required.
  - ii. Provides protection for groups of civilians or emergency responders as necessary.
  - iii. Requests mutual aid and other resources as necessary to conduct site and perimeter security operations.
- e. Evacuations
  - i. Provides resources to control the evacuation perimeter as directed.
  - ii. In combination with other communications methods, alerts and warns affected populations using public address systems on patrol cars and door-to-door notifications as necessary.
  - iii. Establishes staging areas for evacuees to meet public transportation if private vehicles are not available.
  - iv. Control evacuations involving penal institutions.
  - v. Request mutual aid and other resources as necessary to conduct evacuation operations.

## **Long Term Community Recovery Support Function**

**Coordinating Agencies:** Town of Arcadia  
Town of Atlanta  
City of Carmel  
Town of Cicero  
City of Fishers  
City of Noblesville  
Town of Sheridan  
City of Westfield  
United Way

**Supporting Agencies:** American Red Cross  
Salvation Army  
Hamilton County Alliance  
Hamilton County Emergency Management  
Indiana Department of Homeland Security  
Community Organization Active in Disaster  
Indiana Volunteer Organizations Active in Disaster

### **I. INTRODUCTION**

#### **A. Purpose**

The Long Term Community Recovery Support Function, provides a network of partnerships between local government and private industry and businesses, and would integrate private, nonprofit, and faith-based communities who often play a critical role during times of disaster, especially in meeting the needs of vulnerable populations and in long-term recovery efforts. It also provides a network to assist businesses affected by a disaster to facilitate a rapid economic recovery to an impacted area. While some businesses within the disaster area may be more heavily damaged than others, many businesses outside the disaster area often voice their desires to assist local emergency responders and smaller businesses with limited resources. Long Term Community Recovery seeks to capture, harness and categorize these philanthropic desires in a formal network. This network that deals with business or economic recovery and individual household recovery is intended to be active before, during and after disasters. Before disasters, the network will solicit interest and form a web site, which will promote the central need for all sized businesses to prepare a simple and effective disaster and business contingency plan. Training opportunities and other forms of assistance can be scheduled and promoted which will reinforce this need.

#### **B. Scope**

The policies and concepts apply to entities whose mission is to assist the private sector in economic recovery and stabilization, as well as personal stabilization. Disaster recovery case managers will conduct an initial assessment to determine the impact of the disaster on the immediate family. Based on the assessment, disaster victims can be given access

and/or referred to services which (depending on the identified needs). The types and focus of support will vary depending on the magnitude and type of incident and the potential for long-term and severe consequences. The residents information will be gathered and entered in to the CAN database. Connect2Help 2-1-1 will be able to offer resource information to the resident.

## **II. CONCEPT OF OPERATIONS**

### **A. General**

Following a disaster, many individuals wish to help rebuild the community. Volunteers are essential in the recovery process, but coordination is needed to maximize their effectiveness. A formal organization of volunteers during recovery will minimize confusion and insure that everyone is safe. Typically, volunteers responding to a disaster fall under two categories, affiliated and unaffiliated. Affiliated means they are associated with a recognized volunteer or nonprofit organization and trained for specific disaster response activities. Unaffiliated are individuals who offer to help or self-deploy to assist in emergency situations without fully coordinating their activities with emergency management. Other related information from the Federal Emergency Management Agency and the American Red Cross is readily available for distribution. Local trade and labor union organizations may also have an interest in participating and may likely be able to make significant contributions of labor and expertise.

1. Hamilton County Community Organizations Active in Disaster will initiate a conference call, if volunteers are necessary, planning will take place to activate a the United Way Volunteer Reception Center set up the Volunteer Reception Center (VRC). In 2013 Hamilton County Commissioners signed an agreement identifying United Way as the lead agency with Volunteer Reception Centers. The Volunteer Reception Site will have a safe location in an area which is deemed appropriate. Once operational, people who call the Volunteer Center and are initially determined to be a good match for the site will be referred to the Volunteer Reception Center.
2. When volunteers arrive, they will be interviewed to determine skills, abilities and limitations, be given proper identification, be given training in basic safety, be asked to sign appropriate waivers, and be assigned appropriately.
3. The VRC will be staffed with Volunteer Center employees and trained leadership volunteers. The VRC will also track all volunteer hours. The VRC remains active until recovery is at a point where the local community can take over.
4. Assess the socio-economic consequences at the local and county level and determine when the impacts of the incident warrant additional assistance from State, and /or Federal agencies for long term recovery efforts.

5. Work with regional, local, County, State, and Federal agencies to conduct comprehensive market disruption and loss analysis and develop a market-based comprehensive long-term socio-economic recovery plan;
6. Identify appropriate local, County, State, and Federal programs and agencies to support implementation of the long-term recovery plan, assure its coordination, and identify gaps in related support programs.
7. Avoid duplication of assistance, identify and address policy and program issues.
8. Determine and identify responsibilities for recovery activities and provide a vehicle for maintaining coordination among interested parties to assure follow through of recovery and hazard mitigation efforts.

B. Organization

1. Local Agencies participate in pre-incident meetings and pre-and post- incident coordinating activities through cooperation with the Hamilton County Good Samaritan Network. If necessary agencies may provide representatives to the Emergency Operations Center.
2. Long Term Recovery Coordinating agency will identify if there is a need to activate recovery elements when the nature of the incident is likely to require long-term recovery assistance.

C. Actions

1. Long-term Pre-incident Planning and Operations
  - a. Meets to ensure procedures and program/contact information are up to date, discuss lessons learned from incidents and exercises and explore ways to leverage available resources by creatively packaging Federal and other assistance.
  - b. Develop coordination mechanisms and requirements for post-incident assessments, plans, and activities that can be scaled to incidents of varying types and magnitudes.
  - c. Establish procedures for integration of pre-incident planning and risk assessment with post-incident recovery and mitigation efforts.
  - d. Develop an information-sharing network for local businesses to assist in planning, mitigation, and response activities.
  - e. Assist in identifying critical employees from participating businesses that can be credentialed post-event to assist in business recovery.
  - f. Develop and adopt a credentialing system to allow critical stakeholders access to facilities to maintain continuity of operations and assist in business recovery.

2. Immediately Prior to Incident (where notice is available)

- a. In coordination with other Support Functions as appropriate, uses predictive modeling to ascertain vulnerable critical facilities as a basis for identifying recovery priorities.
- b. Provides early identification of projects to be quickly implemented to minimize loss.
- c. Assist in the assignment of Preliminary Damage Assessment teams with local, County, State and Federal agencies to identify and document economic impact and losses.

3. Immediately after the disaster

- a. In coordination with the Emergency Management and if activated the EOC, a call will be made to COAD members informing them of a conference call and who needs to be involved in the call.
- b. COAD members will collaborate and share initial assessments to understand the scope of long-term recovery. Members from COAD may be assigned to visit the disaster area.
- c. Members will meet with representatives of the affected jurisdiction and conduct an assessment.
- d. Assessment findings will be explained to those previous agencies, and the decision will be made whether to establish a County Long-Term Recovery Plan.

4. Post-Event Planning and Operations

- a. Gathers reports from agencies assessing the scope and magnitude of the socio-economic impacts to the region.
- b. Coordinates identification of appropriate programs to support long-term recovery plans.
- c. Coordinates implementation of the recommendations for long term recovery with appropriate agencies if recommendations include program waivers, supplemental funding, and/or legislative initiatives.
- d. Coordinates credentialing of critical stakeholders to allow access to facilities to assist in business recovery and damage assessments.
- e. Within the affected area, coordinates assessment and recalibration of existing risk analysis, evacuation plans, and modeling for use by all Support Functions.
- f. Identify location for Disaster Case Management Services
- g. Alert non-monetary donation site

D. Disaster Case Management



The primary responsibilities include shelter, food and clothing. Secondary responsibilities include disaster assessment – how significant is the individual’s loss – and helping them stabilize their housing. The shared goal is to make sure all those affected by the disaster are in temporary safe housing and on the journey back to their pre-disaster life.

1. Appropriate entities will utilize Coordinated Assistance Network (CAN) to promote collaboration among agencies and reduce duplication.

#### E. Donations

While the donations are appreciated, organizing and distributing them efficiently can be a challenge. It is a recommendation of the planning subcommittee comprised of representatives from Good Samaritan Network and that the county be divided into four (4) quadrants, and pre-identify existing entities/locations to collect, organize, and distribute non-monetary donations in the event of a disaster.

#### F. Financial Contributions

As appropriate, the United Way of Central Indiana (UWCI) will act as the fiscal agent of any financial donations collected and designated for the long-term disaster recovery. UWCI does not actively solicit donations, instead communicates to the public where the greatest need is. For donations that do not go directly to a disaster relief organization, UWCI is ready to receive and distribute those funds. In 2013 an agreement was signed with United Way of Central Indiana to act as a fiscal agent for disasters of great significant for Hamilton County.

### **III. ORGANIZATION**

#### A. General

1. Convenes meetings pre-and post- incident to implement the Support Function.
2. Reviews and updates Long Term Recovery operational plans and procedures
3. Represents Long Term Recovery at planning meetings.
4. Serves as Support Function representative in Emergency Operations Center.

#### B. Coordinating Agency

1. Holds a Memorandum of Understanding with and between the coordinating recovery partners in the Hamilton County Long-Term Disaster and Recovery Plan. These include: Connect2Help 2-1-1, UWCI Volunteer Center, Hamilton County Emergency Management, Red Cross, community centers, and other coordinating partners yet to be identified.

2. Organizes and hosts the quarterly meetings of the COAD.
3. Oversees the development of the proposed COAD committee structure.
4. Oversees the identification of officers.
5. Works with the committees to create the meeting agendas and trainings.
6. In partnership with the COAD, develops the roles and responsibilities of COAD members and holds a Memorandum of Understanding with each member.
7. Corresponds on a regular basis with COAD members including the announcement of upcoming meetings.

C. Supporting Agencies

1. Participate in planning efforts in areas of expertise.

**IV. Provide program assistance and expertise as appropriate in coordination with additional Support Functions.**

## **Public Information Support Function**

**Coordinating Agencies:** Affected jurisdiction if local incident  
Hamilton County Sheriff's Office

**Supporting Agencies:**

- Town of Arcadia
- Town of Atlanta
- City of Carmel
- Town of Cicero
- City of Fishers
- City of Noblesville
- Town of Sheridan
- City of Westfield
- Hamilton County Emergency Management
- Hamilton County News agencies
- Indy news agencies
- Print sources
- Public meetings
- Public radio stations
- Radio Amateur Civil Emergency Service (RACES)
- Social Media

### **I. INTRODUCTION**

The primary mission of the Public Information Support Function is to collect, analyze and disseminate important information for the public regarding the health, safety and welfare of humans and animals before, during and after an emergency or disaster.

### **II. Purpose**

Effective and accurate communication can save lives and protect property, as well as help to ensure credibility and public trust.

### **III. Scope**

- a) In the event the need for the Public Information Support Function is determined, the Hamilton County Sheriff's Department will act as the primary agency.
- b) The Public Information Support Function will be responsible for implementing internal SOP's and protocols to ensure adequate staffing and administrative support for both field operations and coordination effort in the county EOC.
- c) Will coordinate public information personnel to fulfill specific mission essential activities in the mitigation, preparedness, and response and recovery phases.

- d) Effective response, as well as ongoing recovery efforts, will be contingent upon the availability of personnel, capabilities, and the extent/impact of the incident upon the county.

#### **IV. CONCEPT OF OPERATIONS**

- a. The Public Information Support Function will coordinate the activation of public information assets to fulfill specific mission assignments that support essential activities in mitigation, preparedness, and response and recovery efforts.
- b. Will ensure that timely and continuous communication is established with key Support Functions partners within the county to promote an accurate common operation picture during or following emergency operations.

#### **V. Organization**

The primary agency (Hamilton County Sheriff's Department) is responsible for the following:

- a. Provide expertise and information on public information and media relation to assist in preparedness, response and recovery operations.
- b. Coordinate the delivery of emergency information to the public and the media for those areas within the county impacted by hazards or disaster situations.
- c. Provide training to essential personnel who may be called upon to work in potentially impacted areas or in the county EOC.
- d. Manage the financial aspects of the Public Information Support Function.
- e. Work with other local or municipal public information or external affairs officers to assist the overall impact of an incident and potential resource gaps that may exist.

The support agencies are responsible for the following:

- a. Assist in mitigation, preparedness, response, and recovery operations as needed or required.
- b. Assist, as needed, in the activation of the county EOC, support the coordination of public information and media assets and personnel.
- c. Assist the primary agency in the development and implementation of policies, protocols, SOPs, checklists, or other documentation necessary to carry-out mission essential tasks.
- d. Assist in developing situation reports and readiness assessments that will provide for an accurate common operating picture.
- e. Participate in training and exercises for continuous improvement in preparedness, response and recovery capabilities.

- f. Identify new equipment, technologies or capabilities required to prepare for or respond to new or emerging threats or hazards.
- g. Provide information regarding challenges to the county's ability to conduct public information and media relation functions.

## **VI. Resource Requirements**

- I. Primary and support agencies shall maintain internal SOPs or guidelines that detail the logistical and administrative priorities necessary to conduct mitigation, preparedness, response and recovery operations.
- II. Each primary and supporting agency will comply with applicable requirements for training as directed by their individual agencies. Additionally, training requirements from higher federal or state authorities will take priority. Training may include but not limited to:
  - a) National Incident Management System/Incident Command
  - b) Continuity of Operations
  - c) Emergency Operations Planning
  - d) SOP Development
  - e) Public and Media Relations
  - f) Joint Information Center

(Intentionally left blank)

Support Function Annex  
Appendix 1  
Local & County Level Event  
**Support Function Checklists**

## PREPAREDNESS

- ☐ Review & revise Emergency Action Plans regularly.
- ☐ Update equipment and resource listings on a regular basis. Distribute these lists appropriately.
- ☐ Revise mutual aid agreements as needed.
- ☐ Attend scheduled tabletop exercises and all other training events regularly.
- ☐ Conduct and/or attend as available full-scale disaster exercises.
- ☐ Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.
- ☐ Conduct ongoing public education efforts about disaster preparedness to local schools, businesses, service groups, etc.
- ☐ Maintain roster of agency contacts.
- ☐ Review and update SOPs for both routine and emergency operations.
- ☐ Maintain and continue to train in Incident Command.
- ☐ Maintain continuity of operations.
- ☐ Support regularly scheduled Special Events.
- ☐ Seek grant funding for hazard specific training and equipment.
- ☐ Secure necessary grant money and internal funding.
- ☐ Maintain ongoing communications with all Support Functions.
- ☐ Utilize GIS to assess areas of potential need. Highlight areas that might be vulnerable or have specific needs (such as non-English speaking communities).
- ☐ Determine plan for emergency communications.
- ☐ Establish quarterly meetings for response organizations.
- ☐ Establish access to HCC radio system; test at least on a quarterly basis.
- ☐ Determine potential documentation strategies and methods for disaster responses.
- ☐ Conduct hazard vulnerability analysis that is organization as well as community specific in conjunction with emergency management.
- ☐ Secure emergency equipment (meters, tools, vehicles, medical supplies, etc.).
- ☐ Assemble training needs.
- ☐ Recruit & train volunteers.
- ☐ Obtain necessary certifications for responders.
- ☐ Train responders in duties and procedures relative to disciplines and incident command procedures
- ☐ Train in radio procedures.
- ☐ Use Special Events as a training ground for new personnel to learn incident management.

Transportation Support Function Specific	Communications Support Function Specific
<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine what the evacuation route(s) will be</li> <li><input type="checkbox"/> Determine what roads will be designated as primary and secondary emergency routes</li> <li><input type="checkbox"/> Determine what roads will be designated as primary and secondary means of egress</li> <li><input type="checkbox"/> Evaluate the risk of gridlock                             <ul style="list-style-type: none"> <li>○ (e.g., Interstate 69, State Highways, 146<sup>th</sup> street)</li> </ul> </li> <li><input type="checkbox"/> Develop a plan to counter gridlock</li> <li><input type="checkbox"/> Develop a transportation resource list</li> <li><input type="checkbox"/> Participate in training exercises</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain radio hardware &amp; software systems</li> <li><input type="checkbox"/> Maintain communication truck &amp; related resources</li> <li><input type="checkbox"/> Ensure that secondary/emergency radio communication is working accordingly</li> <li><input type="checkbox"/> Hold training exercises that involve communication practices including both secondary/emergency radio</li> </ul>



## Hamilton County CEMP

Fire/EMS/HAZMAT Function Support	Emergency Management Support Function Specific
<ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct site safety visits</li> <li><input type="checkbox"/> Pre-plan response actions whenever possible</li> <li><input type="checkbox"/> Maintain resource guide of county-wide resources</li> <li><input type="checkbox"/> Continue ongoing public education efforts regarding hazardous materials and community protective actions                             <ul style="list-style-type: none"> <li>○ (i.e., evacuation and shelter in place)</li> </ul> </li> <li><input type="checkbox"/> Have intensive training exercise especially focusing on special operations</li> <li><input type="checkbox"/> Prepare inventory of existing threats</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain and promote web site and social media accounts for public information</li> <li><input type="checkbox"/> Respond to potentially complex emergencies (e.g., Anthrax hoaxes) to provide support</li> <li><input type="checkbox"/> Maintain the immediate response capability of the Hamilton County Emergency Operations Center</li> <li><input type="checkbox"/> Develop a single mechanism for donations goods management</li> <li><input type="checkbox"/> Develop a mechanism for screening emergency volunteers for the proper qualifications</li> <li><input type="checkbox"/> Designate buildings in the community for emergency shelters</li> <li><input type="checkbox"/> Promote CERT teams to the community</li> </ul>
Medical Support Function Specific	Mass Care Support Function Specific
<ul style="list-style-type: none"> <li><input type="checkbox"/> Develop a plan to set up mobile emergency rooms and hospitals</li> <li><input type="checkbox"/> Continue ongoing public health and emergency management programs</li> <li><input type="checkbox"/> Train health personnel on emergency response roles, expectations, and incident command system principles</li> <li><input type="checkbox"/> Integrate healthcare executive leadership into regional training programs</li> <li><input type="checkbox"/> Attempt to inventory available hospital stockpiles of emergency care supplies and PPE</li> <li><input type="checkbox"/> Conduct regular inventory of critical response equipment and supplies and maintain a web-based inventory management system to document the technical specifications of resources as well as monitor their location and status</li> <li><input type="checkbox"/> Maintain a volunteer registry for Indiana-licensed medical professionals and non-medical professionals to assist in disaster response.</li> <li><input type="checkbox"/> Mass Care Triage                             <ul style="list-style-type: none"> <li>○ Ensure first responders are familiar and well acquainted with the SMART and JumpSTART tags</li> <li>○ Determine if the county has enough tags if a catastrophic event were to occur</li> </ul> </li> <li><input type="checkbox"/> Implement and maintain a regional credentialing and identification system for first responders and healthcare providers.</li> <li><input type="checkbox"/> Assure that health care facilities develop reduction, evacuation, and relocation procedures</li> <li><input type="checkbox"/> Develop plans to accommodate those individuals with special needs</li> <li><input type="checkbox"/> Develop procedures for inspection of individual water supply</li> <li><input type="checkbox"/> Identify laboratory testing facilities</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain list of available resources</li> <li><input type="checkbox"/> Determine the limitations of mass casualty response trailers</li> <li><input type="checkbox"/> Ensure up-to-date shelter list</li> <li><input type="checkbox"/> Know the limitations for the shelters</li> <li><input type="checkbox"/> Know the limitations of a water &amp; food plan for mass feedings</li> <li><input type="checkbox"/> Educate the community about community level response to loss of power and other utilities</li> </ul>
	Agriculture Support Function Specific
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify primary and secondary emergency animal shelters</li> <li><input type="checkbox"/> Assess the limitations of each shelter</li> <li><input type="checkbox"/> Hold workshops with the community that promotes animal preparedness with local and regional humane societies</li> <li><input type="checkbox"/> Obtain Rescue Alert Stickers and distribute to the community</li> <li><input type="checkbox"/> Hold workshops with the community promoting special circumstances with regards to reptiles, birds, and small animals</li> <li><input type="checkbox"/> Maintain an adequate food &amp; water supply</li> <li><input type="checkbox"/> Plan the need for emergency animal hospitals &amp; veterinary pharmacies</li> <li><input type="checkbox"/> Develop procedures to protect the community from communicable diseases and contamination of food, water, and drug supplies                             <ul style="list-style-type: none"> <li>○ Including veterinary drugs</li> </ul> </li> </ul>

Resource Support Function Specific	Public Safety and Security Support Function Specific
<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain and improve list of available resources in the county                             <ul style="list-style-type: none"> <li>○ Develop resource inventories based on hazard specific studies                                     <ul style="list-style-type: none"> <li>▪ Including web-based inventories</li> </ul> </li> <li>○ Include from public, private, governmental, and faith-based organizations</li> <li>○ Make available for other agencies both in hard and electronic versions</li> </ul> </li> <li><input type="checkbox"/> Reach out to the private sector for resource participation</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify the limitations of law enforcement during an emergency</li> <li><input type="checkbox"/> Coordinate with local, state, and federal law enforcement agencies to hold training exercises                             <ul style="list-style-type: none"> <li>○ (e.g., Active shooter situation occurring during/after an event has taken place)</li> </ul> </li> <li><input type="checkbox"/> Maintain a constant connection with special agencies/resources                             <ul style="list-style-type: none"> <li>○ Helicopters for security and emergency evacuation tasks</li> <li>○ Indiana National Guard</li> </ul> </li> <li><input type="checkbox"/> Educate the community about complications during an event and what/how to deal with these issues at the community level</li> </ul>
Long Term Community Recovery Support Function	Public Information Support Function Specific
<ul style="list-style-type: none"> <li><input type="checkbox"/> Create &amp; maintain a secure web site listing all available resources for potential disasters</li> <li><input type="checkbox"/> Develop the immediate capacity to open and staff a 24-hour hot line for disaster donations</li> <li><input type="checkbox"/> Attend public sector tabletop exercises and training events regularly</li> <li><input type="checkbox"/> Conduct outreach &amp; education efforts to a variety of local organizations:                             <ul style="list-style-type: none"> <li>○ (e.g., unions, associations, social clubs, not for profits, retirees, schools, etc.)</li> </ul> </li> <li><input type="checkbox"/> Develop teams of volunteers interested in assisting                             <ul style="list-style-type: none"> <li>○ Businesses damaged or destroyed by disasters</li> <li>○ Provide basic safety training to these volunteers</li> <li>○ Consider potential liability issues</li> </ul> </li> <li><input type="checkbox"/> Develop systems to use prediction modeling to determine vulnerable critical facilities</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain a constant connection with the public</li> <li><input type="checkbox"/> Maintain all media outlets that can be controlled:                             <ul style="list-style-type: none"> <li>○ Websites &amp; Social Media</li> <li>○ Television</li> <li>○ Local &amp; Amateur Radio</li> <li>○ Print Sources &amp; Flyers</li> <li>○ Public Meetings</li> </ul> </li> <li><input type="checkbox"/> Inform the community about disaster preparedness, response, recovery, and mitigation                             <ul style="list-style-type: none"> <li>○ Hold community meetings</li> <li>○ Schedule regularly</li> </ul> </li> <li><input type="checkbox"/> Encourage and promote development of disaster plans and kits for the public</li> <li><input type="checkbox"/> Advocate evacuation information to hazard-prone areas</li> <li><input type="checkbox"/> Advocate NFIP to those in flood plain locations</li> <li><input type="checkbox"/> Participate in training exercises that utilize public information roles</li> </ul>

RESPONSE	
<input type="checkbox"/> Notify personnel, mutual-aid partners, and vendors. <input type="checkbox"/> Establish & maintain contact with the Incident Commander & EOC for instructions. <input type="checkbox"/> Consult with safety officer prior to entry into hazardous environments. <input type="checkbox"/> Identify possible public health hazards in the disaster areas. (HAZMAT, Blood-borne pathogens, HIV, AIDS, HEPATITIS, TB, etc.). <input type="checkbox"/> Identify Staging Area. <input type="checkbox"/> Request necessary resources. <input type="checkbox"/> Send public and private entity representatives to the Hamilton County EOC. <input type="checkbox"/> Maintain ongoing information exchange within the EOC. <input type="checkbox"/> Maintain communications; implement a backup system if primary system should fail. <input type="checkbox"/> Report critical information on Web EOC. <input type="checkbox"/> Begin clear documentation stream of all related costs, actions, decisions, and communications. <input type="checkbox"/> Verify access to radio channels. <input type="checkbox"/> Verify communication procedures (Cell phones, HCPSC radios, pagers, etc.). <input type="checkbox"/> Establish refuel & maintenance schedules. <input type="checkbox"/> Receive & complete mission assignments appropriately. <input type="checkbox"/> Contact logistics for needs related to nonstop operations. <input type="checkbox"/> Schedule personnel in shifts. <input type="checkbox"/> Provide meals & necessary rest periods. <input type="checkbox"/> Consider staging & re-entry issues. <input type="checkbox"/> Perform core mission emergency response functions. <input type="checkbox"/> Work with appropriate agencies and departments to assist with persons of special needs. <input type="checkbox"/> Inspect vehicles for safety requirements. <input type="checkbox"/> Ensure proper use of Personal Protective Equipment (PPE) by responders. <input type="checkbox"/> Ensure proper disposal of medical wastes & sharps. <input type="checkbox"/> Coordinate Demobilization Plan as necessary. <input type="checkbox"/> Anticipate and plan for the arrival of, and coordination of state and federal agencies.	
Transportation Support Function Specific	Communications Support Function Specific
<input type="checkbox"/> Determine operational capacity status of city streets, county roads, interstate highways & bridges <input type="checkbox"/> Determine secondary roads and thoroughfares to counter possible grid-lock <input type="checkbox"/> Determine secondary means of egress for traffic <input type="checkbox"/> Contact INDOT traffic management center for more information	<input type="checkbox"/> Put primary communication network on full activation <input type="checkbox"/> Prepare secondary means of communication if primary fails <input type="checkbox"/> Monitor primary and secondary means of communication <input type="checkbox"/> Report if communications fail or has technical complications
Resource Support Function Specific	Mass Care Support Function Specific
<input type="checkbox"/> Log incoming resource requests appropriately <input type="checkbox"/> Log resources when at destination(s) <input type="checkbox"/> Maintain resource inventory throughout event. <input type="checkbox"/> Log outgoing resources appropriately	<input type="checkbox"/> Assist with the opening and monitoring of shelters <input type="checkbox"/> Identify the level of security needed at shelters <input type="checkbox"/> Assessment of client needs <input type="checkbox"/> Safe and well disaster information <input type="checkbox"/> Short term housing needs <input type="checkbox"/> Bulk distribution <input type="checkbox"/> Feeding operations <ul style="list-style-type: none"> <li>○ Fixed</li> <li>○ Mobile</li> </ul>

Emergency Management Support Function Specific	Fire, EMS, & HAZMAT Support Function Specific
<ul style="list-style-type: none"> <li><input type="checkbox"/> Open EOC</li> <li><input type="checkbox"/> Verify alert, notification, and warning efforts</li> <li><input type="checkbox"/> Contact Incident Commander regularly for updates</li> <li><input type="checkbox"/> Begin complete documentation stream. Phone, fax, and radio logbooks, personnel schedules, etc. Related costs-overtime, materials, supplies, etc.</li> <li><input type="checkbox"/> Facilitate agency arrivals, check in and startup operations</li> <li><input type="checkbox"/> Determine the status of routes and thoroughfares</li> <li><input type="checkbox"/> Determine the status of secondary means of egress</li> <li><input type="checkbox"/> Maintain information exchange with all agencies</li> <li><input type="checkbox"/> Confer with GIS for mapping needs of gathered information or use of existing data</li> <li><input type="checkbox"/> Plan for support of mobilization sites, staging areas, and distribution points</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Commence firefighting operations, rescue services, body recovery, and investigations</li> <li><input type="checkbox"/> Implement appropriate community protective action (i.e., sheltering in place or evacuation)</li> <li><input type="checkbox"/> Heavy rescue capability               <ul style="list-style-type: none"> <li><input type="checkbox"/> Confined Space rescue capability                   <ul style="list-style-type: none"> <li><input type="checkbox"/> FFD, NFD, WFD</li> </ul> </li> <li><input type="checkbox"/> Trench Rescue capability                   <ul style="list-style-type: none"> <li><input type="checkbox"/> FFD, NFD, WFD</li> </ul> </li> <li><input type="checkbox"/> Collapse Rescue capability                   <ul style="list-style-type: none"> <li><input type="checkbox"/> FFD, NFD, WFD</li> </ul> </li> <li><input type="checkbox"/> Rope Rescue capability                   <ul style="list-style-type: none"> <li><input type="checkbox"/> FFD, NFD</li> </ul> </li> <li><input type="checkbox"/> Tower rescue capability                   <ul style="list-style-type: none"> <li><input type="checkbox"/> FFD</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Swift &amp; Still water rescue capabilities               <ul style="list-style-type: none"> <li><input type="checkbox"/> CFD, CIFD, FFD, NFD, WFD</li> </ul> </li> <li><input type="checkbox"/> Dive team capabilities               <ul style="list-style-type: none"> <li><input type="checkbox"/> FFD, NFD</li> </ul> </li> <li><input type="checkbox"/> Hazardous Materials incident response capability               <ul style="list-style-type: none"> <li><input type="checkbox"/> CFD TSU 45</li> <li><input type="checkbox"/> NFD HAZMAT 71</li> </ul> </li> </ul>
Medical Support Function Specific	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Implement the plan to set up mobile emergency rooms and hospitals, if needed               <ul style="list-style-type: none"> <li><input type="checkbox"/> Contact FEMA for assistance</li> </ul> </li> <li><input type="checkbox"/> If appropriate, request official declarations for disaster including EMTALA and HIPPA waivers</li> <li><input type="checkbox"/> Activate the medical MACC and if needed the District 5 Mental Health Response Team</li> <li><input type="checkbox"/> Mass Care Triage               <ul style="list-style-type: none"> <li><input type="checkbox"/> SMART and JumpSTART tags</li> <li><input type="checkbox"/> <b>GREEN PATIENTS DO NOT GET TRANSPORTED TO HOSPITALS</b></li> </ul> </li> <li><input type="checkbox"/> Maintain the correct use of triage tags</li> <li><input type="checkbox"/> Ensure a Liaison Officer with MESH</li> <li><input type="checkbox"/> If a hospital, activate the District 5 Emergency Operations Plan and MESH Medical MACC, if necessary</li> <li><input type="checkbox"/> Evaluating if further, out of county/state medical organizations are needed</li> <li><input type="checkbox"/> Transport critical patients to other hospitals only if necessary</li> <li><input type="checkbox"/> Assist with emergency pharmacy and laboratory services</li> <li><input type="checkbox"/> Mass casualty incident response capability.               <ul style="list-style-type: none"> <li><input type="checkbox"/> Hamilton County Mass Casualty Response Unit</li> </ul> </li> <li><input type="checkbox"/> Large quantity of walking wounded injuries or evacuees               <ul style="list-style-type: none"> <li><input type="checkbox"/> Contact bus service(s)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Decontamination Capabilities               <ul style="list-style-type: none"> <li><input type="checkbox"/> WFD DECON 80</li> </ul> </li> <li><input type="checkbox"/> Emergency Medical Services/Fire based/private sector</li> <li><input type="checkbox"/> Contact other District 5 emergency agencies to assist with ordinary service calls in Hamilton County</li> <li><input type="checkbox"/> Set up decontamination operations before entry</li> <li><input type="checkbox"/> Gather available information at the scene</li> <li><input type="checkbox"/> Verify the identity and risks of the hazardous material(s)</li> <li><input type="checkbox"/> Plan relief efforts for long durations</li> <li><input type="checkbox"/> Estimate incident course and potential harm</li> <li><input type="checkbox"/> Determine strategic goals</li> <li><input type="checkbox"/> Stop the release, contain the substance, and protect public health and the environment from hazardous materials</li> <li><input type="checkbox"/> Notify FBI WMD coordinator of incidents involving suspected or confirmed Weapon of Mass Destruction</li> <li><input type="checkbox"/> Support fire investigations, as needed</li> <li><input type="checkbox"/> Assess tactical options</li> <li><input type="checkbox"/> Plan and implement actions</li> <li><input type="checkbox"/> Evaluate actions for effectiveness</li> <li><input type="checkbox"/> Review strategic options for effectiveness</li> <li><input type="checkbox"/> Review progress throughout event</li> <li><input type="checkbox"/> Report and document all losses of manpower, life or destroyed/damaged equipment</li> </ul>

## Hamilton County CEMP

Agriculture Support Function Specific	Energy Support Function Specific
<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish a shelter for domestic animals               <ul style="list-style-type: none"> <li>○ Hamilton County Fair Grounds</li> </ul> </li> <li><input type="checkbox"/> Contact united way for animal assistance               <ul style="list-style-type: none"> <li>○ ASPCA</li> </ul> </li> <li><input type="checkbox"/> Contact local animal control agencies</li> <li><input type="checkbox"/> Establish sufficient water, food, and cages for sheltering</li> <li><input type="checkbox"/> Open veterinary hospitals and veterinary pharmacies, as needed</li> <li><input type="checkbox"/> Prepare a secondary means of sheltering if primary shelter becomes damaged or unusable</li> <li><input type="checkbox"/> Prepare an evacuation route if necessary</li> <li><input type="checkbox"/> Document complications with the care of domestic animals</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Receive information concerning disruption in services (i.e., number of customers/outages)</li> <li><input type="checkbox"/> Report information to Incident Command</li> <li><input type="checkbox"/> Contact Energy Companies               <ul style="list-style-type: none"> <li>○ American Electric Power</li> <li>○ Vectren Gas</li> <li>○ Duke Energy</li> </ul> </li> <li><input type="checkbox"/> Continue contact with energy companies to measure progress</li> </ul>
<b>Public Safety and Security Support Function Specific</b>	<b>Long Term Community Recovery Support Function</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide necessary scene and EOC perimeter security</li> <li><input type="checkbox"/> Coordinate with law enforcement to meet the security needs of the community               <ul style="list-style-type: none"> <li>○ Prevent looting, rioting, and violent crimes</li> <li>○ Ensure round the clock enforcement of the law</li> </ul> </li> <li><input type="checkbox"/> Acquire additional public safety and security resources               <ul style="list-style-type: none"> <li>○ Helicopters for security and emergency evacuation tasks</li> <li>○ Indiana National Guard</li> </ul> </li> <li><input type="checkbox"/> Identify and adapt to complications that could affect public safety               <ul style="list-style-type: none"> <li>○ (e.g., cholera, E. Coli, salmonella, hysteria, public rage)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule a community meeting immediately to address assistance, short and long-term recovery</li> <li><input type="checkbox"/> Announce a community meeting regarding short and long-term recovery</li> <li><input type="checkbox"/> Announce and promote the hotline for donations</li> <li><input type="checkbox"/> Begin a documentation stream of all incident related donations, loans, &amp; related communications</li> <li><input type="checkbox"/> Expedite any incoming requests wherever possible</li> <li><input type="checkbox"/> Contact state authorities (IDHS) for long-term assistance</li> </ul>
<b>Public Works Support Function Specific</b>	<b>Public Information Support Function Specific</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Contact area public works companies               <ul style="list-style-type: none"> <li>○ Drainage Board</li> <li>○ HCHD</li> <li>○ Highway Department</li> </ul> </li> <li><input type="checkbox"/> Assist with acquiring a sufficient water supply for firefighting activities</li> <li><input type="checkbox"/> Request specific responses from public works</li> <li><input type="checkbox"/> Conduct appropriate restoration services</li> <li><input type="checkbox"/> Contact Debris Management teams</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Keep the community informed of what is happening throughout the response phase               <ul style="list-style-type: none"> <li>○ Only release necessary information</li> </ul> </li> <li><input type="checkbox"/> Release information through multiple outlets:               <ul style="list-style-type: none"> <li>○ Television</li> <li>○ Local &amp; Amateur Radio</li> <li>○ Websites &amp; Social Media</li> <li>○ Print Sources &amp; Flyers</li> <li>○ Public Meetings</li> </ul> </li> <li><input type="checkbox"/> Inform the community about assistance programs               <ul style="list-style-type: none"> <li>○ Hold community meetings                   <ul style="list-style-type: none"> <li>▪ Schedule immediately</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Arrange and hold timely and informative meetings for the press and community</li> </ul>

RECOVERY	
<input type="checkbox"/> Execute Demobilization Plan as developed. <input type="checkbox"/> Return equipment & personnel to regular schedules. <input type="checkbox"/> Develop list of expended, destroyed, and damaged equipment for submission to EOC and Resources Support. <input type="checkbox"/> Encourage interested personnel to attend CISD sessions. <input type="checkbox"/> Assemble & index all incident documentation. <input type="checkbox"/> Begin to develop the After Action Report. <input type="checkbox"/> Survey all vehicles for damages related to incident. <input type="checkbox"/> Solicit performance feedback from response constituents. <input type="checkbox"/> Attend scheduled kickoff meeting(s) for Public Assistance. <input type="checkbox"/> Meet with designated state & federal emergency management officials for the applicants briefing. <input type="checkbox"/> Complete required PA applications; maintain detailed records for audit purposes. <input type="checkbox"/> Complete required state and federal applications for assistance and relief. <input type="checkbox"/> Conduct Critical Incident Stress Counseling as required. <input type="checkbox"/> Review mutual aid agreements; update and revise as needed. <input type="checkbox"/> Anticipate and plan for the arrival of, and coordination of state and federal agencies.	
Transportation Support Function Specific	Communications Support Function Specific
<input type="checkbox"/> Begin to clear non-emergency routes if blocked from the emergency or disaster <input type="checkbox"/> Develop a comprehensive debris removal route plan <input type="checkbox"/> Begin to arrange with public works to repair any heavily damaged roads, highways, or bridges <ul style="list-style-type: none"> <li>○ Schedule demolition of unsound structures</li> <li>○ Design new and improved infrastructure</li> </ul> <input type="checkbox"/> Return to relying on city and local highway departments <input type="checkbox"/> Return vehicles and workers to normal activities <input type="checkbox"/> Maintain detailed record of what occurred during event	<input type="checkbox"/> Provide copies of radio traffic recordings <input type="checkbox"/> Complete detailed records for audit purposes for Public Assistance and additional cost occurred during the emergency or disaster <input type="checkbox"/> Review mutual aid agreements and update or improve, if needed <input type="checkbox"/> Maintain open communication with impacted entities and assist with recovery operations <input type="checkbox"/> Record and report any communication failures and improve the areas that failed <input type="checkbox"/> Complete and follow up with After Action Reporting <input type="checkbox"/> Communicate through website and social media to keep the community informed <input type="checkbox"/> Release PSAs of what to do during the recovery period <input type="checkbox"/> Repair any telecommunication devices that were damaged or destroyed during event
Fire/EMS/HAZMAT Function Support	Public Works Support Function Specific
<input type="checkbox"/> Begin returning to normal activities once emergency response is no longer needed <input type="checkbox"/> Evaluate the success and shortfalls of the emergency response <input type="checkbox"/> Identify and address any complications that could and/or should be avoided in the future <input type="checkbox"/> Document the resources expended during event in order to get resources replenished <input type="checkbox"/> If resources are still very limited after the initial response contact other agencies to assist with ordinary and extreme service calls <input type="checkbox"/> Return to relying on city and county emergency response throughout the county <input type="checkbox"/> Return vehicles and workers to normal activities	<input type="checkbox"/> Continue restoration of critical infrastructure <ul style="list-style-type: none"> <li>○ (i.e., water, sewage, streets, debris removal, etc.)</li> </ul> <input type="checkbox"/> Assist with the transfer of debris from incident scene(s) to dump location(s) <input type="checkbox"/> Return vehicles and workers to normal activities



Emergency Management Support Function Specific	Mass Care Function Support Specific
<ul style="list-style-type: none"><li><input type="checkbox"/> Continue to oversee and maintain documentation stream</li><li><input type="checkbox"/> Encourage the implementation of an aggressive donations management program</li><li><input type="checkbox"/> Contact IDHS Public Assistance Division to arrange PA kick-off meeting(s)</li><li><input type="checkbox"/> Arrange damage assessment activities immediately following event</li><li><input type="checkbox"/> Alert United Way, and all other government and human service agencies of potential for reimbursement of specific costs</li><li><input type="checkbox"/> Notify all involved agencies of the Public Assistance application kick-off meeting date</li><li><input type="checkbox"/> Coordinate PA applications process and monitor progress</li><li><input type="checkbox"/> Track and post recaptured costs as a means of maintaining audit trail against future audits</li><li><input type="checkbox"/> Conduct regular briefings to senior officials concerning the progress of the recovery effort</li><li><input type="checkbox"/> Maintain ongoing contact with FEMA and IDHS Disaster Assistance officials</li><li><input type="checkbox"/> Utilize GIS to document recovery actions and highlight areas that might be neglected</li><li><input type="checkbox"/> Maintain EOC activation during short-term recovery<ul style="list-style-type: none"><li><input type="checkbox"/> 72 hours – 3 months</li></ul></li><li><input type="checkbox"/> Deactivate EOC once long-term recovery has begun</li><li><input type="checkbox"/> Return to normal activities</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Work alongside American Red Cross, Salvation Army, to operate shelters</li><li><input type="checkbox"/> Return to a state where mass care is no longer needed<ul style="list-style-type: none"><li><input type="checkbox"/> Relief – Recovery Phase</li></ul></li></ul>
	Medical Support Function Specific
	<ul style="list-style-type: none"><li><input type="checkbox"/> Once the critical and seriously injured have been taken care of, begin mass care for those who were green (i.e., walking wounded patients)</li><li><input type="checkbox"/> Monitor environmental and epidemiological surveillance</li><li><input type="checkbox"/> Maintain contact with local hospitals on current situations and future goals</li><li><input type="checkbox"/> Prepare for mass burial/funeral operations</li><li><input type="checkbox"/> Discontinue mass casualty operations once the need is eliminated</li><li><input type="checkbox"/> Discontinue triage operations once the need is eliminated</li><li><input type="checkbox"/> Debriefing first responders and pre-hospital providers and ensure appropriate follow-up and screening for assist with DHS, healthcare facilities, and mental healthcare providers to compile documentation for reimbursement per Federal guidelines</li><li><input type="checkbox"/> Potential exposures are identified and assessed.</li><li><input type="checkbox"/> Begin to compile patient information for future financial assistance<ul style="list-style-type: none"><li><input type="checkbox"/> (i.e., number of patients, number of red, yellow, green, black patients)</li></ul></li><li><input type="checkbox"/> Maintain contact with out of county/state medical facilities, if utilized</li><li><input type="checkbox"/> Restoration of health and medical care systems</li><li><input type="checkbox"/> Assist with restoration of pharmacy services to operational status</li><li><input type="checkbox"/> Evaluate the progress during the event</li><li><input type="checkbox"/> Identify and address any complications that rose during event</li><li><input type="checkbox"/> Begin pre-event activities and begin recovery activities</li><li><input type="checkbox"/> Provide assistance as it relates to client needs</li></ul>
Agriculture Support Function Specific	
<ul style="list-style-type: none"><li><input type="checkbox"/> Maintain animal shelter(s) until all animals have been returned to owners</li><li><input type="checkbox"/> Relocate animals that have not been claimed or had no previous owner<ul style="list-style-type: none"><li><input type="checkbox"/> Other area shelters/humane societies</li></ul></li><li><input type="checkbox"/> Replenish food &amp; water inventories that were used</li><li><input type="checkbox"/> Evaluate the success of the shelter</li><li><input type="checkbox"/> Identify and address any complications during event</li><li><input type="checkbox"/> Return resources to normal activities</li><li><input type="checkbox"/> Educate the public about emergency disaster care for animals</li></ul>	

## Hamilton County CEMP

Resource Support Function Specific	Energy Support Function Specific
<ul style="list-style-type: none"> <li><input type="checkbox"/> Breakdown what resources are still needed and not needed</li> <li><input type="checkbox"/> Return non-essential resources <ul style="list-style-type: none"> <li>○ Document the return of resources</li> </ul> </li> <li><input type="checkbox"/> Document any resources that were damaged or destroyed</li> <li><input type="checkbox"/> Request additional resources to temporarily replace resources that were destroyed until long-term replacements arrive</li> <li><input type="checkbox"/> Return all resources once the need is eliminated</li> <li><input type="checkbox"/> Compile all resources that were used for future audits and any possible financial assistance</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Continue energy restoration activities</li> <li><input type="checkbox"/> Implement improved energy infrastructure practices if rebuilding</li> <li><input type="checkbox"/> Return service to pre-event status</li> <li><input type="checkbox"/> Return resources and workers to normal activities</li> <li><input type="checkbox"/> Compile documentation of service(s) disrupted, number of affect people, services and resources required during response and recovery, and cost of all activities</li> </ul>
Public Safety and Security Support Function Specific	Long Term Community Recovery Support Function
<ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to maintain necessary scene and EOC perimeter security</li> <li><input type="checkbox"/> Continue hourly emergency law enforcement operations until normal activities being</li> <li><input type="checkbox"/> Ensure that routine public safety operations returns to normal</li> <li><input type="checkbox"/> Return resources and workers to normal activities <ul style="list-style-type: none"> <li>○ Indiana National Guard</li> </ul> </li> <li><input type="checkbox"/> Assist with returning evacuees</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Dispatch available volunteers with proper training to disaster area(s) to assist individuals</li> <li><input type="checkbox"/> Set up Assistance locations for the community</li> <li><input type="checkbox"/> Continue to hold weekly community meetings to address the public of current status and progress towards a full recovery</li> <li><input type="checkbox"/> Analyze and evaluate long-term damage assessment data</li> <li><input type="checkbox"/> Identify and document economic impact and losses avoided due to previous mitigation and new priorities for mitigation in affected areas</li> </ul>
Public Information Support Function Specific	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to output information to the public concerning debris removal, water/utility restoration, evacuation lifts, etc.</li> <li><input type="checkbox"/> Utilize all media outlets to inform the public <ul style="list-style-type: none"> <li>○ Websites &amp; Social Media</li> <li>○ Television</li> <li>○ Local &amp; Amateur radio</li> <li>○ Print sources &amp; Flyers</li> <li>○ Public Meetings</li> </ul> </li> <li><input type="checkbox"/> Expedite any incoming requests wherever possible</li> <li><input type="checkbox"/> Contact state authorities (IDHS) for long-term assistance</li> </ul>	



MITIGATION	
<input type="checkbox"/> Attend scheduled post-incident analysis meetings. <input type="checkbox"/> Compare documentation with other support function appropriately. <input type="checkbox"/> Review & update internal and support function plans as necessary. <input type="checkbox"/> Assist in updates of ordinances, policies, and administrative rules that impact support function. <input type="checkbox"/> Continue ongoing support of outlined preparedness actions. <input type="checkbox"/> Develop training procedures to meet identified needs. <input type="checkbox"/> Debrief team members, public agencies, volunteers, and building owners. <input type="checkbox"/> Implement measures to prevent recurrence, if appropriate. <input type="checkbox"/> Analyze hazard/incident information. <input type="checkbox"/> Inventory and evaluate response resources and capabilities. <input type="checkbox"/> Forward all agency use records to the Emergency Operations Center for processing.	
Transportation Support Function Specific	Communications Support Function Specific
<input type="checkbox"/> Evaluate the success and shortfalls of the emergency, secondary, and egress transportation routes <input type="checkbox"/> Evaluate the success and shortfalls of the evacuation routes <input type="checkbox"/> Implement new routes to replace those that failed during an event <input type="checkbox"/> Improve the routes that were not efficient during an event <input type="checkbox"/> If certain events continue to occur, construction for a evacuation/emergency routes may need to be considered	<input type="checkbox"/> Maintain communications to a operational level after an event <input type="checkbox"/> Improve the current system if it will yield better results if another event were to occur <input type="checkbox"/> Continue to hold communication trainings with multiple agencies <input type="checkbox"/> Assist with training agencies that had communication complications during an event
Public Works Support Function Specific	Fire/EMS/HAZMAT Function Support
<input type="checkbox"/> Address any shortfalls and improve areas that need improvement <input type="checkbox"/> If reconstructing, design stronger, more resilient structures <input type="checkbox"/> Improve the training and SOPs that public works will utilize in emergencies <input type="checkbox"/> Maintain and improve current fleets	<input type="checkbox"/> Identify and address any complications that could and/or should be avoided in the future <input type="checkbox"/> Continue to hold intensive trainings focusing on special operations <input type="checkbox"/> Take proactive measures with response (i.e., pre-plans) <input type="checkbox"/> Maintain and improve current fleets <input type="checkbox"/> Continue to identify areas of significant and specific hazards that impact firefighting, medical, and HAZMAT capabilities

Emergency Management Support Function Specific	Mass Care Function Support Specific
<ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule and facilitate an overall incident after-action review</li> <li><input type="checkbox"/> Collect internal incident after-action reviews from all involved agencies</li> <li><input type="checkbox"/> Analyze raw and processed data for lessons learned and recommend changes to the CEMP, as necessary</li> <li><input type="checkbox"/> Continue to respond to potentially complex emergencies (i.e., Anthrax hoaxes) to provide support</li> <li><input type="checkbox"/> Encourage public information programs to address potential vulnerabilities noted as a result of the incident</li> <li><input type="checkbox"/> Utilize GIS (e.g. HAZUS) to plan for future actions such mitigation in areas that were flooded during rainstorms to limit future losses</li> <li><input type="checkbox"/> Educate the community about how to adapt and overcome similar incidents in the future</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify and address any complications that could and/or should be avoided in the future</li> <li><input type="checkbox"/> Continue to hold intensive trainings focusing on mass care</li> <li><input type="checkbox"/> Improve and maintain current mass care SOPs</li> <li><input type="checkbox"/> Revisit areas of shortfall and educate the organization how to adapt and overcome</li> <li><input type="checkbox"/> Educate the community about post-disaster functions and how to respond to an event on the community level</li> </ul>
Agriculture Support Function Specific	Medical Support Function Specific
<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify and address any complications that could and/or should be avoided in the future</li> <li><input type="checkbox"/> Hold workshops with the community that promotes animal preparedness with local and regional humane societies</li> <li><input type="checkbox"/> Obtain Rescue Alert Stickers and distribute to the community</li> <li><input type="checkbox"/> Hold workshops with the community promoting special circumstances with regards to reptiles, birds, and small animals</li> <li><input type="checkbox"/> Improve the shelters if the needs were not met during event</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify and address any complications that could and/or should be avoided in the future</li> <li><input type="checkbox"/> Continue to hold intensive trainings focusing on extreme events where a large medical response is needed at the scene and at area hospitals</li> <li><input type="checkbox"/> Hold trainings on what to do if the hospital is destroyed and emergency mobile hospitals are needed</li> <li><input type="checkbox"/> Improve and maintain current medical SOPs</li> <li><input type="checkbox"/> Revisit areas of shortfall and educate the organization how to adapt and overcome</li> <li><input type="checkbox"/> Assist in improving areas where other organizations may be limited</li> <li><input type="checkbox"/> Develop a working relationship with out of county and state hospitals for future events</li> </ul>
Public Information Support Function Specific	Long Term Community Recovery Support Function
<ul style="list-style-type: none"> <li><input type="checkbox"/> Keep the community informed of how to reduce hazardous and impacts to life and property <ul style="list-style-type: none"> <li><input type="checkbox"/> Hold workshops discussing these actions</li> </ul> </li> <li><input type="checkbox"/> Evaluate which media outlets were more valuable during an event <ul style="list-style-type: none"> <li><input type="checkbox"/> Amount of people reached</li> <li><input type="checkbox"/> Worked vs. did not work</li> </ul> </li> <li><input type="checkbox"/> Adjust public information means after evaluation</li> <li><input type="checkbox"/> Constantly educate the community about preparedness, response, recovery, and mitigation</li> <li><input type="checkbox"/> Process and disseminate disaster welfare and family reunification information</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Encourage small businesses to update their disaster plans and insurance coverage regularly</li> <li><input type="checkbox"/> Encourage all business to consider CERT training</li> <li><input type="checkbox"/> Hold community meetings to address lessons learned and proactive measures</li> <li><input type="checkbox"/> Encourage homeowners to consider flood insurance through the NFIP, if applicable</li> </ul>

(Intentionally left blank)

HAMILTON COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

**All Hazard Annex**

(Intentionally Left Blank)

## **Hazard-Specific Information**

### **I. PURPOSE**

This introduction provides an overview of the annex and appendix applicable to situations requiring a specialized, hazard-specific implementation of the Hamilton County Comprehensive Emergency Management Plan (CEMP).

### **II. DEFINITION**

The County CEMP is supplemented with the Hazard-Specific Annex for additional support and guidance. The hazards considered to develop the appendix are consistent with the disasters referenced in Indiana Code 10-14-3-1. These planning elements are integrated into the CEMP to enhance the State's overall emergency planning capabilities.

The appendixes provide the concept of operations for specific incidents, integration of operations with the CEMP, and specialized incident-related actions for the various phases of emergency management. Each appendix utilizes the Support Function (SF) concept and the functions described therein require the support to, or the cooperation of, all county agencies and departments involved in incident management efforts. The appendixes consider direction and control, resource management, and special considerations for the unique type of incident that presents itself. Implementation of these appendixes is managed by the coordinating agency with support from various agencies, based upon their authorities, resources, and capabilities.

The Hazard-Specific Annex describes policies, situations, concept of operations, and responsibilities as they relate to specific hazards or incident types. Each appendix includes the following four sections:

#### **A. Policies**

The policy section identifies the authorities unique to the hazard type, the special actions or declarations that may result and any special policies that may apply.

#### **B. Situation**

The situation section describes the hazard characteristics and planning assumptions, as well as the management approach for those instances when key assumptions do not hold.

#### **C. Concept of Operations**

This section describes the flow of the emergency management strategy including special coordination structures, specialized response teams or unique resources needed, and other special circumstances unique to the type of hazard.

D. Responsibilities

Each appendix identifies the appropriate coordinating and cooperating agencies and the objectives and tasks for each agency position based upon the hazard type.

**III. RESPONSIBILITIES**

A. Coordinating Agency

Hamilton County Emergency Management has been designated as the coordinating agency for each Hazard-Specific Appendix. Hamilton County Emergency Management is responsible for implementing the CEMP and the appropriate appendixes, which includes activation and coordination of required SFs. SF staffing and functions are configured to expand and contract as necessary to provide response personnel and tasks consistent with the type of disaster or emergency.

B. Support Functions

Each Hazard-Specific Appendix utilizes the SF concept as defined in the Emergency Management Support Functions of the CEMP. SF agencies may be requested by IDHS to provide resources, information, equipment and/or personnel for execution of the appendix. Information regarding hazard-specific SF processes and tasks are identified in the appendixes as needed for the specialized implementation of the CEMP. Support Functions responsibilities include, but not limited to:

1. Coordination of the tasks, functions and procedures identified in the appendix
2. Conducting operations using their own authorities, plans, and procedures, subject-matter experts, capabilities and/or resources
3. Supporting staffing for operations at the county EOC and field deployments
4. Collaboration with appropriate private-sector and non-governmental organizations to maximize resource capabilities
5. Ensuring financial and property accountability for departmental and/or agency personnel and equipment
6. Supporting and informing other involved agencies and organizational elements of appendix activities

7. Planning for short-term and long-term support to incident management and recovery operations
8. Conducting preparedness activities, including training and exercising, to maintain mitigation, preparedness, response, and recovery capabilities required for support
9. Supporting the development of operational plans, standard operating procedures or guides, checklists, or other reference tools.

### **Hazard Specific Summaries**

## **IV. HAZARD-SPECIFIC SUMMARIES INFORMATION**

The following Hazard-specific summaries (see the actual appendix for all specifics) represent the elements considered threats to the safety and welfare of Hamilton County residents, property, and the environment. The county will mitigate against, prepare for, respond to, and recover from these incidents through the implementation of the county CEMP with integration from the appropriate appendixes. The development of additional or revised hazard-specific planning appendixes, and/or their subsequent appendixes, is ongoing and will reflect the evolving needs of emergency management.

### **A. Winter Storm Appendix**

The Winter Storm Appendix acts as a framework for the county's response to winter storm events. This appendix has been developed to coordinate all emergency management activities in response to winter storm events of varying levels for the protection of the people, property, economy, and environment of Hamilton County.

Hamilton County is located in the snow belt of the central United States and each winter is likely to experience winter storms of a severity and magnitude that are likely to exceed the ability of county government agencies, if acting alone, to provide the level of service that the general public needs or expects. In anticipation of such events,

Hamilton County has developed a multi-level travel advisory system that mirrors the Indiana Department of Homeland Security's (IDHS) travel advisory system. This system is designed to aid the public and media to understand when travel is restricted to better protect the public, which allows local government to better address the problems at hand. The system uses 3 levels:



- a. Travel Advisory – Routine travel or activities may be restricted in areas because of a hazardous situation. Citizens should use caution or avoid these areas. Schools and businesses may begin to implement their emergency action plans.
- b. Travel Watch – Conditions are threatening to the safety of the public. Only essential travel is recommended (i.e., to and from work, emergency situations, etc.). Emergency action plans have been or should now be implemented by businesses, schools, government agencies, and other organizations.
- c. Travel Warning – A state of emergency had been declared. Travel may be restricted to emergency personnel ONLY on roads owned and maintained by Hamilton County Government. Citizens are directed to refrain from all travel, comply with necessary emergency measures, cooperate with public officials and disaster service forces in executing emergency operations plans, and comply with the directions of properly identified officers.

Hamilton County has been divided up into 4 quadrants for the purpose of the travel advisory system and different advisories can be issued for each quadrant or one advisory can be issued for all 4 quadrants.

The Hamilton County Sheriff, Highway Department Director, Emergency Management Executive Director will provide information to the Hamilton County Board of Commissioners concerning the need to change the above levels. Only the County Board of Commissioners has the authority to issue a “Snow Declaration” and will be in writing stating the time and date of its inception and termination.

County units have primary responsibilities in the appendix that include the Hamilton County Sheriff Office, County Highway Department, and Emergency Management. Other county units that have supported responsibilities include, but are not limited to: the County Health Department, County Surveyor’s Office, and the County Public Information Officer.

Coordination of a winter storm event will take place at the County EOC.

## B. Flood Appendix

The Flood Appendix acts as a framework for the county’s response to flooding. This appendix has been developed to coordinate all emergency management activities in response to flooding in any part of the county for the protection of the people, property, economy, and environment of Hamilton County.

The White River enters Hamilton County from Madison County between SR-37 and Strawtown Avenue and runs diagonally and exits into Marion County between Hazel Dell Parkway and Allisonville Road. Historically, flooding caused

by the White River and/or its tributaries can potentially threaten many of the political subdivisions in the county. Additional problems may occur from rural and urban flooding which results in high water problems form lack of adequate drainage, such as flooded fields, roads, streets, basements, etc.

This appendix identifies the west pole barn at 1717 Pleasant Street in Noblesville as the County's primary site for sandbag operations. Additional sandbags are available through IDHS but pickup is the local government's responsibility.

Hamilton County has developed a multi-level system to determine its response to flooding:

- a) A flash flood and/or flood watch/warning is issued by the National Weather Service (NWS). The level of the White River will be monitored by Emergency Management personnel who will also monitor the NWS flood prediction website at:

<http://water.weather.gov/ahps2/hydrograph.php?wfo=ind&gage=nbli3&view=1,1,1,1,1,1,1,1>

- b) Emergency Management personnel will ensure that an adequate amount of sand and sandbags are stored on site at 1717 Pleasant Street.
- c) Emergency Management personnel will coordinate with the County Highway Department to assure that there is an adequate amount of sand on site.
- d) Emergency Management personnel will coordinate with the County Highway Department to assure that there is an adequate amount of sandbags on site.
- e) Emergency Management personnel will open the County EOC, if needed.
- f) Emergency Management personnel will advise the County Commissioners to consider issuing a "Flood Emergency" declaration, if needed.

Primary agencies providing response to flooding are Hamilton County Emergency Management, the County Highway Department, jurisdictional fire departments, jurisdictional police departments, jurisdictional street departments, and the County Public Information Officer.

### C. Mass Evacuation Appendix

The Mass Evacuation Appendix acts as a framework for the county's response to a need to evacuate any part or all of Hamilton County. This appendix has been developed to coordinate all emergency management activities in response to the need for evacuation in any part or the entire county for the protection its citizens. Indiana has no mandatory evacuation law. Hence the Hamilton County Commissioners may only recommend evacuation of a threatened area, not

mandate it. However, when the County Commissioners have issued a local disaster declaration, they may take action to control re-entry into an effected area, the movement of people, and occupancy of buildings within a disaster area.

There are a wide variety of emergency situations that might require an evacuation of portions of a local area or a much broader area. These include, but are not limited to: evacuation of specific geographic areas as a result of a hazardous materials transport accident, major fire, natural gas leak, tornado damage, or localized flooding/flash flooding. Conversely, a large-scale evacuation could be required in the event, but not limited to: a major hazards materials spill, terrorist attacks involving a chemical agent, or extensive flooding.

Depending on the nature and scope of an incident, evacuation decisions are normally made by the on-site Incident Commander. In larger-scale evacuations the County EOC will assess the need, plan the evacuation, and coordinate support for its implementation. Depending on the size and scope of the incident, the EOC may request that the County Commissioners issue a local disaster declaration.

When considering an evacuation, key issues that should be considered by those planning and coordinating the effort include, but are not limited to: transportation of evacuees, traffic control, warning to the public and public information, the need for special facilities (vulnerable populations), pets of evacuees, access control, security during evacuation, and re-entry.

Hamilton County has developed a multi-level system for increased readiness actions involving possible evacuations. The system uses 4 levels:

- a. Level 4 – Normal Conditions – Reference the mitigation and preparedness activities in the section CEMP Support Functions.
- b. Level 3 – Increased Readiness – May be appropriate if there is a greater than normal threat of a hazard which could necessitate evacuation.
- c. Level 2 – High Readiness – May be appropriate if there is an increased risk of a hazard that necessitates evacuation.
- d. Level 1 – Maximum Readiness – Is appropriate when there is a significant possibility that an evacuation operation may have to be conducted.

#### D. Mass Fatalities Appendix

The Mass Fatalities Appendix provides for the proper coordination of mass fatality incident response activities, and establishes means and methods for the

sensitive, respectful, orderly care and handling of human remains in multi-death disaster situations.

Mass fatalities incidents are the responsibility of the Hamilton County Coroner's Officer. The County Coroner has overall authority with Hamilton County Emergency Management providing coordination for activities and resources.

Key agencies in a mass fatality response include, Hamilton County Coroner's Office, County Emergency Management, County Sheriff's Chaplaincy unit, County and local law enforcement, County Public Health, American Red Cross, local fire departments/emergency medical services, and Indiana Department of Homeland Security.

E. Terrorism Element to CEMP

The Terrorism Element to the CEMP supplements the County's Comprehensive Emergency Management Plan by addressing those unique or specialized considerations that would be necessary in the event of a terrorist attack within or impacting the County and/or any of its communities. It discusses the County's crisis management role, which includes the actions required by the County's Primary Coordinating and Support Agencies to identify, acquire, and plan for the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. It also discusses the County's consequence management role, which includes emergency operations designated to protect health and safety, restore essential government services, and provide emergency relief to the victims of a terrorist event.

**\*The Terrorism Consequence Management Appendix is confidential and not subject to public disclosure under Indiana Code 5-14-3-4(19)(l) without the approval of the Executive Director of Hamilton County Emergency Management.**

(Intentionally Left Blank)

HAMILTON COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

**Considerations Annex**

(Intentionally Left Blank)

## **Considerations Annex Information**

### **I. PURPOSE**

This introduction provides an overview of the annex and appendixes applicable to situations requiring a considerations guide for an all-hazards approach to disasters and emergencies of the Hamilton County Comprehensive Emergency Management Plan (CEMP).

### **II. DEFINITION**

The County CEMP is supplemented with the Considerations Annex for additional support and guidance. The considerations provided in this annex are considered to utilize as guides when man-made and natural disasters occur. These planning elements are integrated into the CEMP to enhance the State's overall emergency planning capabilities.

The appendixes provide the concept of operations for man-made and natural disasters, for the various phases of emergency management. Each appendix utilizes the Support Function (SF) concept and the functions described therein require the support to, or the cooperation of, all county agencies and departments involved in incident management efforts. The appendixes consider direction and control, resource management, and special considerations for the incident that presents itself. Implementation of these appendixes is managed by the coordinating agency with support from various agencies, based upon their authorities, resources, and capabilities.

The Considerations Annex describes policies, situations, concept of operations, and responsibilities as they relate to man-made and natural disasters. Each appendix includes the following four sections:

#### **A. Policies**

The policy section identifies the authorities unique to the hazard type, the special actions or declarations that may result and any special policies that may apply.

#### **B. Situation**

The situation section describes the hazard characteristics and planning assumptions, as well as the management approach for those instances when key assumptions do not hold.



C. Concept of Operations

This section describes the flow of the emergency management strategy including special coordination structures, specialized response teams or unique resources needed, and other special circumstances unique to the type of hazard.

D. Responsibilities

Each appendix identifies certain considerations based on the type of event, the need of additional resources, and the appropriate coordinating and supporting agencies.

**RESPONSIBILITIES**

A. Coordinating Agency

Hamilton County Emergency Management has been designated as the coordinating agency for each Consideration Appendix. Hamilton County Emergency Management is responsible for implementing the CEMP and the appropriate annexes and appendixes, which includes activation and coordination of required SFs. SF staffing and functions are configured to expand and contract as necessary to provide response personnel and tasks consistent with the type of disaster or emergency.

B. Considerations

Each Consideration Appendix utilizes an all-hazard approach. Unless otherwise specified (i.e., man-made and natural disaster considerations) the considerations found in the appendixes can be used for all types of incidents. Agencies may be requested by IDHS to provide resources, information, equipment and/or personnel for execution of the appendix. Consideration responsibilities include, but not limited to:

C. Coordination of the tasks, functions and procedures identified in the appendix

D. Conducting operations using their own authorities, plans, and procedures, subject-matter experts, capabilities and/or resources

E. Supporting staffing for operations at the county EOC and field deployments

F. Collaboration with appropriate private-sector and non-governmental organizations to maximize resource capabilities

- a. Ensuring financial and property accountability for departmental and/or agency personnel and equipment

G. Supporting and informing other involved agencies and organizational elements of appendix activities

H. Planning for short-term and long-term support to incident management and recovery operations

I. Conducting preparedness activities, including training and exercising, to maintain mitigation, preparedness, response, and recovery capabilities required for support

J. Supporting the development of operational plans, standard operating procedures or guides, checklists, or other reference tools

(Intentionally left blank)

**Considerations Appendixes Contents:**

Man-Made Disaster Considerations (Appendix 1) .....	119-211
Natural Disaster Considerations (Appendix 2) .....	213-229
Mass Care Considerations (Appendix 3) .....	231-239

(Intentionally left blank)

## Considerations Annex

### Appendix 1

#### **Man-Made Disaster Considerations**

## Immediate Response Considerations (0 – 2 Hours) for Man-Made Incidents

- I. Transportation Considerations
  - a. Is there a need for additional emergency transportation vehicles
    - i. Road transportation needed
    - ii. Air transportation needed
  - b. Is there a need for Relocation/Reunification Transportation
    - i. Transfer of critically wounded
    - ii. Transfer of non-critically wounded
    - iii. Transfer of non-injured persons
  - c. Is there a resources used for transportation
    - i. Local school bus service
    - ii. Public bus service
- II. Communication Considerations
  - a. Are all on-scene agencies able to communicate on one channel?
    - i. Document those who are not able to & those who are
  - b. Is communication established between incident location key players and EOC staff?
- III. Emergency Response Considerations
  - a. Is there a need for additional emergency resources?
    - i. Police
    - ii. Fire
    - iii. EMS
    - iv. Special Operations
    - v. HAZMAT Operations
    - vi. DECON Operations
    - vii. Tactical Operations
    - viii. District 5 Response
    - ix. Further IDHS State Response
    - x. Mental Health Team Response
    - xi. Search & Rescue Operations

- IV. Energy Considerations
  - a. Is there a need for utility agencies to arrive to control/shut off utilities to incident location(s)
- V. Mass Fatality Considerations
  - a. What is the number or estimated number of deaths involved?
  - b. What is the number of coroners needed to meet operation objectives?
  - c. Consider referencing identification protocols for deceased victims & perpetrators
    - i. Reference Taylor University students' death incident
  - d. Need for mass burial
- VI. Facilities for relocation/reunification Considerations
  - a. Locating facilities for the following:
    - i. Incident Command Post
    - ii. Non-injured population
    - iii. Triage
    - iv. Deceased population
    - v. Staging
    - vi. Rehabilitation
    - vii. Reunification
    - viii. Joint Information Center (See Joint Information Center Considerations)
- VII. Joint Information Center Considerations
  - a. Gather information officers from involved agencies
  - b. Decide on location for JIC
  - c. Arrange press conferences as soon as possible for community awareness
  - d. Monitor the information that has already been released through media outlets
  - e. Correct any misinformation
- VIII. Situational Awareness Considerations
  - a. Activate WebEOC
  - b. Gain information on the following:
    - i. Nature of Incident



- ii. Number of those affected
    - 1. Number of those unaccounted for (estimated)
    - 2. Number of deceased (estimated)
    - 3. Number of critically wounded (estimated)
    - 4. Number of non-critically wounded (estimated)
    - 5. Number of non-injured persons (estimated)
  - iii. Number of suspected persons involved with incident
- IX. Mass Care Considerations
  - a. Is there a need for mass feeding/watering
    - i. Atmospheric conditions to be considered:
      - 1. Temperature
      - 2. Humidity
      - 3. Precipitation
    - ii. Time frame of when food & water resources can arrive on-scene
      - 1. Pallets of water
      - 2. Food rations
  - b. Is there a need for sheltering
    - i. Locations setup
    - ii. Number of people needing sheltering
  - c. Is there a need for further evacuation
- X. Administration/Finance Considerations
  - a. Collect the appropriate personnel from incident location facility for Policy Group
    - i. COG & COOP activities
    - ii. Financial regulations/exceptions
- XI. Emergency Management Considerations
  - a. Is full EOC Activation Required
    - i. Is the EOC adequately staffed

## Intermediate Response Considerations (2 – 6 Hours) for Man-Made Incidents

- I. Transportation Considerations
  - a. Is there a continued need for additional emergency transportation vehicles?
    - i. Ground transportation needed
    - ii. Air transportation needed
  - b. Is there a continued need for relocation/reunification transportation?
    - i. Transfer of deceased population
    - ii. Transfer of critically wounded
    - iii. Transfer of non-critically wounded
    - iv. Transfer of non-injured population
  - c. Are there resources available for transportation?
    - i. Local school bus service
    - ii. Public bus service
- II. Communication Considerations
  - a. Are all on-scene agencies able to communicate on one channel?
    - i. Document those who are not able to & those who are
  - b. Is communication established between incident location key players and EOC staff?
- III. Emergency Response Considerations
  - a. Is there a continued need for additional emergency resources?
    - i. Police
    - ii. Fire
    - iii. EMS
    - iv. Special Operations
    - v. HAZMAT Operations
    - vi. DECON Operations
    - vii. Tactical Operations
    - viii. District 5 Response
    - ix. Further IDHS State Response
    - x. Mental Health Team Response

- xi. Search & Rescue Operations
  - b. Is there a need to begin demobilization activities?
- IV. Energy Considerations
  - a. Is there a need for utility agencies to arrive to control/shut off utilities to incident location(s)
- V. Mass Fatality Considerations
  - a. What is the number or estimated number of deaths involved? (Updated numbers)
  - b. What is the number of coroners needed to meet operation objectives? (Updated numbers)
  - c. Consider referencing identification protocols for deceased victims & perpetrators
    - i. Reference Taylor University students' death incident
  - d. Need for mass burial
- VI. Relocation/Reunification Facility Considerations
  - a. Locating facilities for the following:
    - i. Incident Command Post
    - ii. Non-injured persons (Still needed?)
    - iii. Triage
    - iv. Deceased population
    - v. Staging
    - vi. Rehabilitation
    - vii. Reunification
    - viii. Joint Information Center (See Joint Information Center Considerations)
- VII. Joint Information Center Considerations
  - a. Gather information officers from involved agencies
  - b. Decide on location for JIC
  - c. Arrange press conferences as soon as possible for community awareness
  - d. Monitor the information that has already been released through media outlets
  - e. Correct any misinformation

VIII. Situational Awareness Considerations

- a. Is there a continued need for WebEOC activities
- b. Gain information on the following:
  - i. Number of those affected (updated amounts)
    - 1. Number of those unaccounted for (estimated)
    - 2. Number of deceased (estimated)
    - 3. Number of critically wounded (estimated)
    - 4. Number of non-critically wounded (estimated)
    - 5. Number of non-injured (estimated)
  - ii. Number of suspected persons involved with incident

IX. Mass Care Considerations

- a. Is there a continued need for mass feeding/watering
  - i. Atmospheric conditions to be considered:
    - 1. Temperature
    - 2. Humidity
    - 3. Precipitation
  - ii. Time frame of when food & water resources can arrive on-scene
    - 1. Pallets of water
    - 2. Food rations
- b. Is there a continued need for sheltering
  - i. Locations setup
  - ii. Number of people needing sheltering
- c. Is there a continued need for further evacuation

X. Administration/Finance Considerations

- a. Collect the appropriate personnel from incident location facility for Policy Group
  - i. COG & COOP activities
  - ii. Financial regulations/exceptions

XI. Emergency Management Considerations

- a. Is full EOC activation still required

- i. Is the EOC adequately staffed?

## Extended Response Considerations (6-24 Hours) for Man-Made Incidents

### I. Transportation Considerations

- a. Is there a continued need for additional emergency transportation vehicles?
  - i. Ground transportation needed
  - ii. Air transportation needed
- b. Is there a continued need for relocation/reunification transportation?
  - i. Transfer of deceased population
  - ii. Transfer of critically wounded
  - iii. Transfer of non-critically wounded
  - iv. Transfer of non-injured population
- c. Are there resources available for transportation?
  - i. Local school bus service
  - ii. Public bus service

### II. Communication Considerations

- a. Are all on-scene agencies able to communicate on one channel?
  - i. Document those who are not able to & those who are
- b. Is communication established between incident location key players and EOC staff?

### III. Emergency Response Considerations

- a. Is there a continued need for additional emergency resources?
  - i. Police
  - ii. Fire
  - iii. EMS
  - iv. Special Operations (Still needed?)
  - v. HAZMAT Operations (Still needed?)
  - vi. DECON Operations (Still needed?)
  - vii. Tactical Operations (Still needed?)
  - viii. District 5 Response (Still needed?)
  - ix. Further IDHS State Response (Still needed?)
  - x. Mental Health Team Response

- xi. Search & Rescue Operations (Still needed?)
    - xii. Search & Recovery Operations
  - b. Is there a need to begin demobilization activities?
- IV. Energy Considerations
  - a. Is there a need for utility agencies to arrive to control/shut off services to incident site(s)
    - i. Is there a need for restoration of services
- V. Mass Fatality Considerations
  - a. What is the number or estimated number of deaths involved? (Updated numbers)
  - b. What is the number of coroners needed to meet operation objectives? (Updated numbers)
  - c. Consider referencing identification protocols for deceased victims & perpetrators
    - i. Reference Taylor University students' death incident
  - d. Need for mass burial
- VI. Relocation/Reunification Facility Considerations
  - a. Locating facilities for the following:
    - i. Incident Command Post
    - ii. Non-injured persons (Still needed?)
    - iii. Triage (Still needed?)
    - iv. Deceased population
    - v. Staging (Still needed?)
    - vi. Rehabilitation
    - vii. Reunification (Still needed?)
    - viii. Joint Information Center (See Joint Information Center Considerations)
- VII. Joint Information Center Considerations
  - a. Gather information officers from involved agencies
  - b. Arrange additional press conferences as soon as possible for community awareness
  - c. Monitor the information that has already been released through media outlets
  - d. Correct any misinformation

VIII. Situational Awareness Considerations

- a. Is there a continued need for WebEOC activities
- b. Gain information on the following:
  - i. Number of those affected (updated amounts)
    - 1. Number of those unaccounted for
    - 2. Number of deceased
    - 3. Number of those treated at area healthcare facilities
    - 4. Number of upgraded level of health of injured persons
    - 5. Number of those released from area healthcare facilities
  - ii. Number of suspected persons involved with incident

IX. Mass Care Considerations

- a. Is there a continued need for mass feeding/watering
  - i. Atmospheric conditions to be considered:
    - 1. Temperature
    - 2. Humidity
    - 3. Precipitation
  - ii. Time frame of when additional food & water resources can arrive on-scene
    - 1. Pallets of water
    - 2. Food rations
- b. Is there a continued need for sheltering
  - i. Locations setup
  - ii. Number of people needing sheltering
- c. Is there a continued need for further evacuation

X. Administration/Finance Considerations

- a. Collect the appropriate personnel from incident location facility for Policy Group
  - i. COG & COOP activities
  - ii. Financial regulations/exceptions

XI. Emergency Management Considerations

- a. Is full EOC activation still required

- i. Is the EOC adequately staffed?

## Recovery Response Considerations (> 24 hrs.) for Man-Made Incidents

### I. Transportation Considerations

- a. Is there a continued need for relocation/reunification transportation?
  - i. Transfer of deceased population

### II. Communication Considerations

- a. Are all on-scene agencies able to communicate on one channel?
  - i. Document those who are not able to & those who are
- b. Is communication established between incident location key players and EOC staff?

### III. Emergency Response Considerations

- a. Is there a continued need for additional emergency resources?
  - i. Police (Still needed?)
  - ii. Fire (Still needed?)
  - iii. EMS (Still needed?)
  - iv. Special Operations (Still needed?)
  - v. HAZMAT Operations (Still needed?)
  - vi. DECON Operations (Still needed?)
  - vii. Tactical Operations (Still needed?)
  - viii. District 5 Response (Still needed?)
  - ix. Further IDHS State Response (Still needed?)
  - x. Mental Health Team Response (Still needed?)
  - xi. Search & Rescue Operations (Still needed?)
  - xii. Search & Recovery Operations (Still needed?)
- b. When is it appropriate to begin demobilization activities?

### IV. Energy Considerations

- a. When is it appropriate to begin utility activities?



## Hamilton County CEMP

- V. Mass Fatality Considerations
  - a. What is the number or estimated number of deaths involved? (Updated numbers)
  - b. What is the number of coroners needed to meet operation objectives? (Updated numbers)
  - c. Consider referencing identification protocols for deceased victims & perpetrators
    - i. Reference Taylor University students' death incident
  - d. Need for mass burial
- VI. Relocation/Reunification Facility Considerations
  - a. Locating facilities for the following:
    - i. Incident Command Post
    - ii. Deceased population (Still needed?)
    - iii. Staging (Still needed?)
    - iv. Rehabilitation (Still needed?)
    - v. Joint Information Center (See Joint Information Center Considerations)
- VII. Joint Information Center Considerations
  - a. Demobilize information officers from involved agencies, as needed
  - b. Arrange long-term recover & public assistance press conferences as soon as possible
  - c. Monitor the information that has already been released through media outlets
  - d. Correct any misinformation
- VIII. Situational Awareness Considerations
  - a. Is there a continued need for WebEOC activities
  - b. Gain information on the following:
    - i. Total number of those affected
      - 1. Total number of deceased
      - 2. Total number of those treated at area healthcare facilities
      - 3. Total number of upgraded level of health of injured persons
      - 4. Total number of those released from area healthcare facilities
    - ii. Total number of suspected persons involved with incident
- IX. Mass Care Considerations
  - a. Is there a continued need for mass feeding/watering

## Hamilton County CEMP

- i. Atmospheric conditions to be considered:
      - 1. Temperature
      - 2. Humidity
      - 3. Precipitation
    - ii. Time frame of when additional food & water resources can arrive on-scene
      - 1. Pallets of water
      - 2. Food rations
  - b. Is there a continued need for sheltering
    - i. Number of people needing sheltering
    - ii. Implement future plans to close shelters
      - 1. Assist with those that are no homeless
  - c. Plan for the arrival of evacuees
- X. Administration/Finance Considerations
  - a. Is there still a need for COG & COOP activities?
  - b. Document total cost of incident (estimates)
  - c. Begin activities for financial assistance through the state and FEMA
- XI. Emergency Management Considerations
  - a. Is EOC activation still required
    - i. Is the EOC adequately staffed?

(Intentionally left blank)

Considerations Annex

Appendix 2

**Natural Disaster Considerations**

## Immediate Response Considerations (0 – 2 Hours) for Natural Disasters/Emergencies

### XII. Transportation Considerations

- a. Is there a need for additional emergency transportation vehicles?
  - i. Road transportation needed
  - ii. Air transportation needed
- b. Is there a need for Relocation/Reunification Transportation?
  - i. Transfer of critically wounded
  - ii. Transfer of non-critically wounded
  - iii. Transfer of non-injured persons
- c. Are resources used for transportation available?
  - i. Local school bus service
  - ii. Public bus service

### XIII. Debris Removal Considerations

- a. Is there a need for debris removal operations (Rescue Operations)
  - i. What type and quantity of equipment is needed?
  - ii. Does the county have the necessary resources to accomplish action goals?
  - iii. Where can we locate the needed resources?

### XIV. Communication Considerations

- a. Are all on-scene agencies able to communicate on one channel?
  - i. Document those who are not able to & those who are
- b. Is communication established between incident location key players and EOC staff?

### XV. Emergency Response Considerations

- a. Is there a need for additional emergency resources?
  - i. Police
  - ii. Fire
  - iii. EMS
  - iv. Special Operations
  - v. HAZMAT Operations
  - vi. DECON Operations

## Hamilton County CEMP

- vii. Tactical Operations
- viii. District 5 Response
- ix. Further IDHS State Response
- x. Mental Health Team Response
- xi. Search & Rescue Operations
- xii. Search & Recovery Operations
  - 1. Cadaver Dogs

### XVI. Energy Considerations

- a. Is there a need for utility agencies to arrive to control/shut off utilities to incident location(s)

### XVII. Mass Fatality Considerations

- a. What is the number or estimated number of deaths involved?
- b. What is the number of coroners needed to meet operation objectives?
- c. Consider referencing identification protocols for deceased victims & perpetrators
  - i. Reference Taylor University students' death incident
- d. Need for mass burial

### XVIII. Facilities for relocation/reunification Considerations

- a. Locating facilities for the following:
  - i. Incident Command Post
  - ii. Non-injured population
  - iii. Triage
  - iv. Deceased population
  - v. Staging
  - vi. Rehabilitation
  - vii. Reunification
  - viii. Joint Information Center (See Joint Information Center Considerations)
  - ix. Sheltering

### XIX. Joint Information Center Considerations

- a. Gather information officers from involved agencies
- b. Decide on location for JIC

## Hamilton County CEMP

- c. Arrange press conferences as soon as possible for community awareness
- d. Monitor the information that has already been released through media outlets
- e. Correct any misinformation

### XX. Situational Awareness Considerations

- a. Activate WebEOC
- b. Gain information on the following:
  - i. Nature of Incident
  - ii. Number of those affected
    - 1. Number of those unaccounted for (estimated)
    - 2. Number of deceased (estimated)
    - 3. Number of critically wounded (estimated)
    - 4. Number of non-critically wounded (estimated)
    - 5. Number of non-injured persons (estimated)
- c. Determine time frame of when initial damage assessments can be completed
  - i. Estimated damage amounts
- d. If flooding going to cause additional problems (After tornados/mudslides)
  - i. Estimated amount of expected rainfall

### XXI. Mass Care Considerations

- a. Is there a need for mass feeding/watering
  - i. Atmospheric conditions to be considered:
    - 1. Temperature
    - 2. Humidity
    - 3. Precipitation
  - ii. Time frame of when food & water resources can arrive on-scene
    - 1. Pallets of water
    - 2. Food rations
- b. Is there a need for sheltering
  - i. Locations setup
  - ii. Number of people needing sheltering
- c. Is there a need for further evacuation

## Hamilton County CEMP

### XXII. Administration/Finance Considerations

- a. Collect the appropriate personnel from incident location facility for Policy Group
  - i. COG & COOP activities
  - ii. Financial regulations/exceptions
- b. Begin initial arranging damage assessments a.s.a.p. for assistance purposes
  - i. Maintain thorough documentation of assessment activities
  - ii. Begin contacting IDHS for state and possibly FEMA assistance
  - iii. Contact NWS for further investigation
    - 1. Tornado classification

### XXIII. Emergency Management Considerations

- a. Is full EOC Activation Required
  - i. Is the EOC adequately staffed



## Intermediate Response Considerations (2 – 6 Hours) for Natural Disasters/Emergencies

### XII. Transportation Considerations

- a. Is there a continued need for additional emergency transportation vehicles
  - i. Ground transportation needed
  - ii. Air transportation needed
- b. Is there a continued need for relocation/reunification transportation
  - i. Transfer of deceased population
  - ii. Transfer of critically wounded
  - iii. Transfer of non-critically wounded
  - iv. Transfer of non-injured population
- c. Are there resources available for transportation
  - i. Local school bus service
  - ii. Public bus service

### XIII. Debris Removal Considerations

- a. Is there a continued need for debris removal operations (Rescue Operations)
  - i. What type and quantity of equipment is needed
  - ii. Are there manpower or resource deficiencies
  - iii. Does the county have the necessary resources to accomplish action goals
  - iv. Where can we locate the needed resources
- b. Is there a need for debris removal operations (Human Recovery Operations)
  - i. What type and quantity of equipment is needed
  - ii. Are there manpower or resource deficiencies
  - iii. Does the county have the necessary resources to accomplish action goals
  - iv. Where can we locate the needed resources

### XIV. Communication Considerations

- a. Are all on-scene agencies able to communicate on one channel?
  - i. Document those who are not able to & those who are
- b. Is communication established between incident location key players and EOC staff?

XV. Emergency Response Considerations

a. Is there a continued need for additional emergency resources?

- i. Police
- ii. Fire
- iii. EMS
- iv. Special Operations
- v. HAZMAT Operations
- vi. DECON Operations
- vii. Tactical Operations
- viii. District 5 Response
- ix. Further IDHS State Response
- x. Mental Health Team Response
- xi. Search & Rescue Operations
- xii. Search & Recovery Operations
  - 1. Cadaver Dogs

b. Is there a need to begin demobilization activities?

XVI. Energy Considerations

a. Is there a need for utility agencies to arrive to control/shut off utilities to incident location(s)

XVII. Mass Fatality Considerations

- a. What is the number or estimated number of deaths involved? (Updated numbers)
- b. What is the number of coroners needed to meet operation objectives? (Updated numbers)
- c. Consider referencing identification protocols for deceased victims & perpetrators
  - i. Reference Taylor University students' death incident
- d. Need for mass burial

XVIII. Relocation/Reunification Facility Considerations

- a. Locating facilities for the following:
  - i. Incident Command Post
  - ii. Non-injured persons (Still needed?)
  - iii. Triage

## Hamilton County CEMP

- iv. Deceased population
- v. Staging
- vi. Rehabilitation
- vii. Reunification
- viii. Joint Information Center (See Joint Information Center Considerations)
- ix. Sheltering

### XIX. Joint Information Center Considerations

- a. Gather information officers from involved agencies
- b. Decide on location for JIC
- c. Arrange press conferences as soon as possible for community awareness
- d. Monitor the information that has already been released through media outlets
- e. Correct any misinformation

### XX. Situational Awareness Considerations

- a. Is there a continued need for WebEOC activities
- b. Gain information on the following:
  - i. Number of those affected (updated amounts)
    - 1. Number of those unaccounted for (estimated)
    - 2. Number of deceased (estimated)
    - 3. Number of critically wounded (estimated)
    - 4. Number of non-critically wounded (estimated)
    - 5. Number of non-injured (estimated)
- c. Determine time frame of when initial damage assessments can be completed
  - i. Estimated damage amounts (updated)
- d. If flooding going to cause additional problems (After tornados/mudslides)
  - i. Estimated amount of expected rainfall (updated)

### XXI. Mass Care Considerations

- a. Is there a continued need for mass feeding/watering
  - i. Atmospheric conditions to be considered:
    - 1. Temperature
    - 2. Humidity

## Hamilton County CEMP

- 3. Precipitation
  - ii. Time frame of when food & water resources can arrive on-scene
    - 1. Pallets of water
    - 2. Food rations
- b. Is there a continued need for sheltering
  - i. Locations setup
  - ii. Number of people needing sheltering
- c. Is there a continued need for further evacuation

### XXII. Administration/Finance Considerations

- a. Collect the appropriate personnel from incident location facility for Policy Group
  - i. COG & COOP activities
  - ii. Financial regulations/exceptions
- b. Begin arranging initial and secondary damage assessments a.s.a.p. for assistance purposes
  - i. Maintain thorough documentation of assessment activities
  - ii. Begin contacting IDHS for state and possibly FEMA assistance
  - iii. Contact NWS for further investigation
    - 1. Tornado classification

### XXIII. Emergency Management Considerations

- a. Is full EOC activation still required
  - i. Is the EOC adequately staffed?

## Extended Response Considerations (6-24 Hours) for Natural Disasters/Emergencies

### XII. Transportation Considerations

- a. Is there a continued need for additional emergency transportation vehicles?
  - i. Ground transportation needed
  - ii. Air transportation needed
- b. Is there a continued need for relocation/reunification transportation?
  - i. Transfer of deceased population
  - ii. Transfer of critically wounded
  - iii. Transfer of non-critically wounded
  - iv. Transfer of non-injured population
- c. Are there resources available for transportation?
  - i. Local school bus service
  - ii. Public bus service

### XIII. Debris Removal Considerations

- a. Is there a continued need for debris removal operations (Rescue Operations)
  - i. What type and quantity of equipment is needed
  - ii. Are there manpower or resource deficiencies
  - iii. Does the county have the necessary resources to accomplish action goals
  - iv. Where can we locate the needed resources
- b. Is there a continued need for debris removal operations (Human Recovery Operations)
  - i. What type and quantity of equipment is needed
  - ii. Are there manpower or resource deficiencies
  - iii. Does the county have the necessary resources to accomplish action goals
  - iv. Where can we locate the needed resources
- c. Is there a need for debris removal operations (Preserving Property)
  - i. What type and quantity of equipment is needed
  - ii. Are there manpower or resource deficiencies
  - iii. Does the county have the necessary resources to accomplish action goals

- iv. Where can we locate the needed resources

XIV. Communication Considerations

- a. Are all on-scene agencies able to communicate on one channel?
  - i. Document those who are not able to & those who are
- b. Is communication established between incident location key players and EOC staff?

XV. Emergency Response Considerations

- a. Is there a continued need for additional emergency resources?
  - i. Police
  - ii. Fire
  - iii. EMS
  - iv. Special Operations (Still needed?)
  - v. HAZMAT Operations (Still needed?)
  - vi. DECON Operations (Still needed?)
  - vii. Tactical Operations (Still needed?)
  - viii. District 5 Response (Still needed?)
  - ix. Further IDHS State Response (Still needed?)
  - x. Mental Health Team Response
  - xi. Search & Rescue Operations (Still needed?)
  - xii. Search & Recovery Operations
    - 1. Cadaver Dogs
- b. Is there a need to begin demobilization activities?

XVI. Energy Considerations

- a. Is there a need for utility agencies to arrive to control/shut off services to incident site(s)
  - i. Is there a need for restoration of services

XVII. Mass Fatality Considerations

- a. What is the number or estimated number of deaths involved? (Updated numbers)
- b. What is the number of coroners needed to meet operation objectives? (Updated numbers)
- c. Consider referencing identification protocols for deceased victims & perpetrators
  - i. Reference Taylor University students' death incident

- d. Need for mass burial

XVIII. Relocation/Reunification Facility Considerations

- a. Locating facilities for the following:
  - i. Incident Command Post
  - ii. Non-injured persons (Still needed?)
  - iii. Triage (Still needed?)
  - iv. Deceased population
  - v. Staging (Still needed?)
  - vi. Rehabilitation
  - vii. Reunification (Still needed?)
  - viii. Joint Information Center (See Joint Information Center Considerations)
  - ix. Sheltering

XIX. Joint Information Center Considerations

- a. Gather information officers from involved agencies
- b. Arrange additional press conferences as soon as possible for community awareness
- c. Monitor the information that has already been released through media outlets
- d. Correct any misinformation

XX. Situational Awareness Considerations

- a. Is there a continued need for WebEOC activities
- b. Gain information on the following:
  - i. Number of those affected (updated amounts)
    - 1. Number of those unaccounted for
    - 2. Number of deceased
    - 3. Number of those treated at area healthcare facilities
    - 4. Number of upgraded level of health of injured persons
    - 5. Number of those released from area healthcare facilities
- c. Determine time frame of when initial damage assessments can be completed
  - i. Estimated damage amounts (updated)
- d. If flooding going to cause additional problems (After tornados/mudslides)

- i. Estimated amount of expected rainfall (updated)

XXI. Mass Care Considerations

- a. Is there a continued need for mass feeding/watering
  - i. Atmospheric conditions to be considered:
    - 1. Temperature
    - 2. Humidity
    - 3. Precipitation
  - ii. Time frame of when additional food & water resources can arrive on-scene
    - 1. Pallets of water
    - 2. Food rations
- b. Is there a continued need for sheltering
  - i. Locations setup
  - ii. Number of people needing sheltering
- c. Is there a continued need for further evacuation

XXII. Administration/Finance Considerations

- a. Collect the appropriate personnel from incident location facility for Policy Group
  - i. COG & COOP activities
  - ii. Financial regulations/exceptions
- b. Begin arranging initial and secondary (if needed) damage assessments a.s.a.p. for assistance purposes
  - i. Maintain thorough documentation of assessment activities
  - ii. Begin contacting IDHS for state and possibly FEMA assistance
  - iii. Contact NWS for further investigation
    - 1. Tornado classification

XXIII. Emergency Management Considerations

- a. Is full EOC activation still required
  - i. Is the EOC adequately staffed?



## Recovery Response Considerations (> 24 hrs.) for Natural Disasters/Emergencies

### XII. Transportation Considerations

- a. Is there a continued need for relocation/reunification transportation?
  - i. Transfer of deceased population

### XIII. Debris Removal Considerations

- a. Is there a continued need for debris removal operations (Human Recovery Operations)
  - i. What type and quantity of equipment is needed
  - ii. Are there manpower or resource deficiencies
  - iii. Does the county have the necessary resources to accomplish action goals
  - iv. Where can we locate the needed resources
- b. Is there a continued need for debris removal operations (Preserving Property)
  - i. What type and quantity of equipment is needed
  - ii. Are there manpower or resource deficiencies
  - iii. Does the county have the necessary resources to accomplish action goals
  - iv. Where can we locate the needed resources
- c. Is there a continued need for debris removal operations (Restoration Operations)
  - i. What type and quantity of equipment is needed
  - ii. Are there manpower or resource deficiencies
  - iii. Does the county have the necessary resources to accomplish action goals
  - iv. Where can we locate the needed resources

### XIV. Communication Considerations

- a. Are all on-scene agencies able to communicate on one channel?
  - i. Document those who are not able to & those who are
- b. Is communication established between incident location key players and EOC staff?

### XV. Emergency Response Considerations

- a. Is there a continued need for additional emergency resources?

## Hamilton County CEMP

- i. Police (Still needed?)
- ii. Fire (Still needed?)
- iii. EMS (Still needed?)
- iv. District 5 Response (Still needed?)
- v. Further IDHS State Response (Still needed?)
- vi. Mental Health Team Response (Still needed?)
- vii. Search & Rescue Operations (Still needed?)
- viii. Search & Recovery Operations (Still needed?)
  - 1. Cadaver Dogs

- b. When is it appropriate to begin demobilization activities?

### XVI. Energy Considerations

- a. When is it appropriate to begin utility restoration activities?

### XVII. Mass Fatality Considerations

- a. What is the number or estimated number of deaths involved? (Updated numbers)
- b. What is the number of coroners needed to meet operation objectives? (Updated numbers)
- c. Consider referencing identification protocols for deceased victims & perpetrators
  - i. Reference Taylor University students' death incident
- d. Need for mass burial

### XVIII. Relocation/Reunification Facility Considerations

- a. Locating facilities for the following:
  - i. Incident Command Post
  - ii. Deceased population (Still needed?)
  - iii. Staging (Still needed?)
  - iv. Rehabilitation (Still needed?)
  - v. Joint Information Center (See Joint Information Center Considerations)
  - vi. Sheltering (Still needed?)

### XIX. Joint Information Center Considerations

- a. Demobilize information officers from involved agencies, as needed
- b. Arrange long-term recover & public assistance press conferences as soon as possible

## Hamilton County CEMP

- c. Monitor the information that has already been released through media outlets
- d. Correct any misinformation

### XX. Situational Awareness Considerations

- a. Is there a continued need for WebEOC activities
- b. Gain information on the following:
  - i. Total number of those affected
    - 1. Total number of deceased
    - 2. Total number of those treated at area healthcare facilities
    - 3. Total number of upgraded level of health of injured persons
    - 4. Total number of those released from area healthcare facilities
- c. Document damage amounts
- d. If flooding going to cause additional problems (After tornados/mudslides)
  - i. Estimated amount of expected rainfall (updated)

### XXI. Mass Care Considerations

- a. Is there a continued need for mass feeding/watering
  - i. Atmospheric conditions to be considered:
    - 1. Temperature
    - 2. Humidity
    - 3. Precipitation
  - ii. Time frame of when additional food & water resources can arrive on-scene
    - 1. Pallets of water
    - 2. Food rations
- b. Is there a continued need for sheltering
  - i. Number of people needing sheltering
  - ii. Implement future plans to close shelters
    - 1. Assist with those that are no homeless
- c. Plan for the arrival of evacuees

### XXII. Administration/Finance Considerations

- a. Is there still a need for COG & COOP activities?
- b. Document total cost of incident (estimates)

## Hamilton County CEMP

- c. Begin activities for financial assistance through the state and FEMA
- d. Begin arranging secondary damage assessments a.s.a.p. for assistance purposes (if needed)
  - i. Maintain thorough documentation of assessment activities
  - ii. Begin contacting IDHS for state and possibly FEMA assistance
  - iii. Contact NWS for further investigation
    - 1. Tornado classification

### XXIII. Emergency Management Considerations

- a. Is EOC activation still required
  - i. Is the EOC adequately staffed?

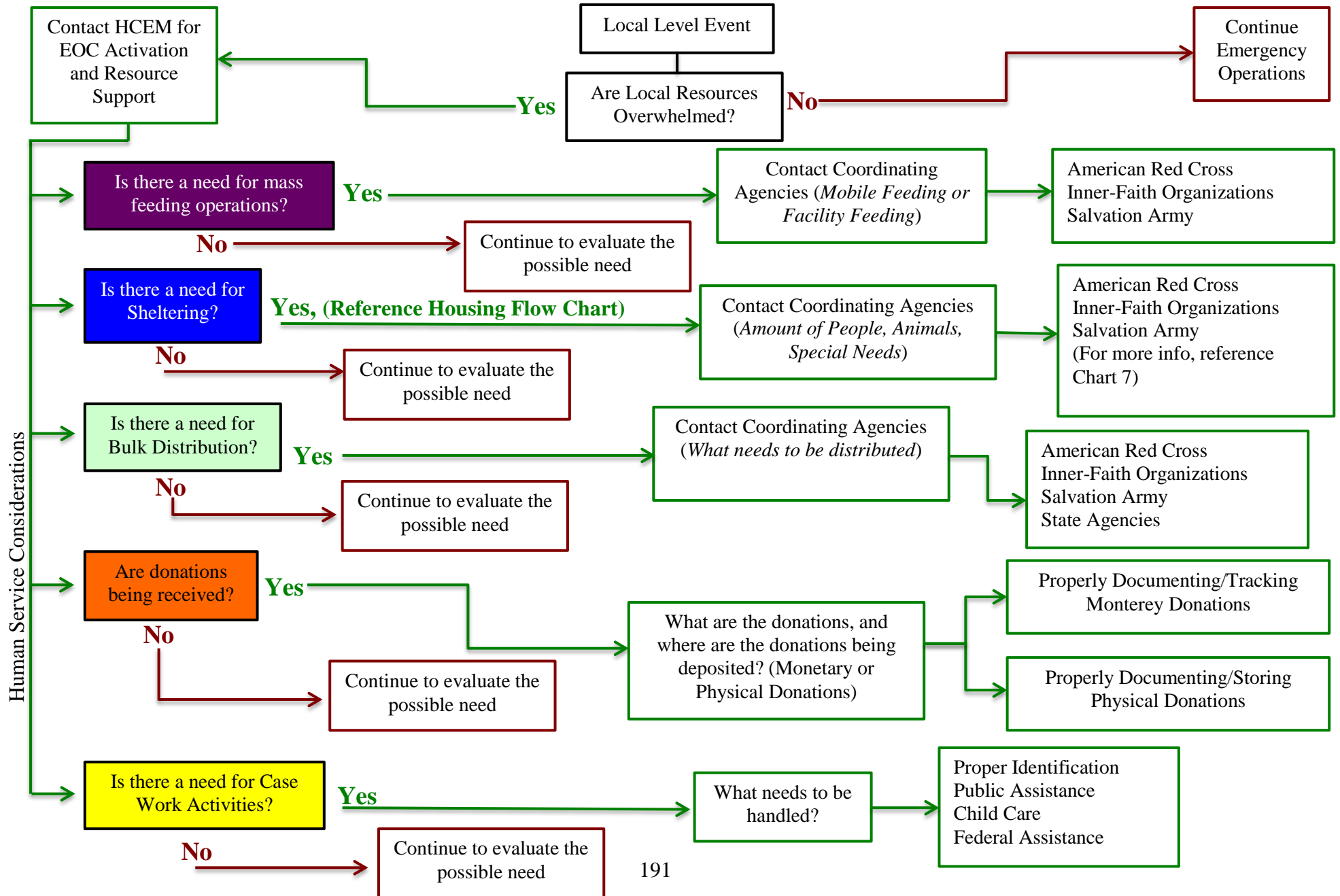
(Intentionally left blank)

Considerations Annex

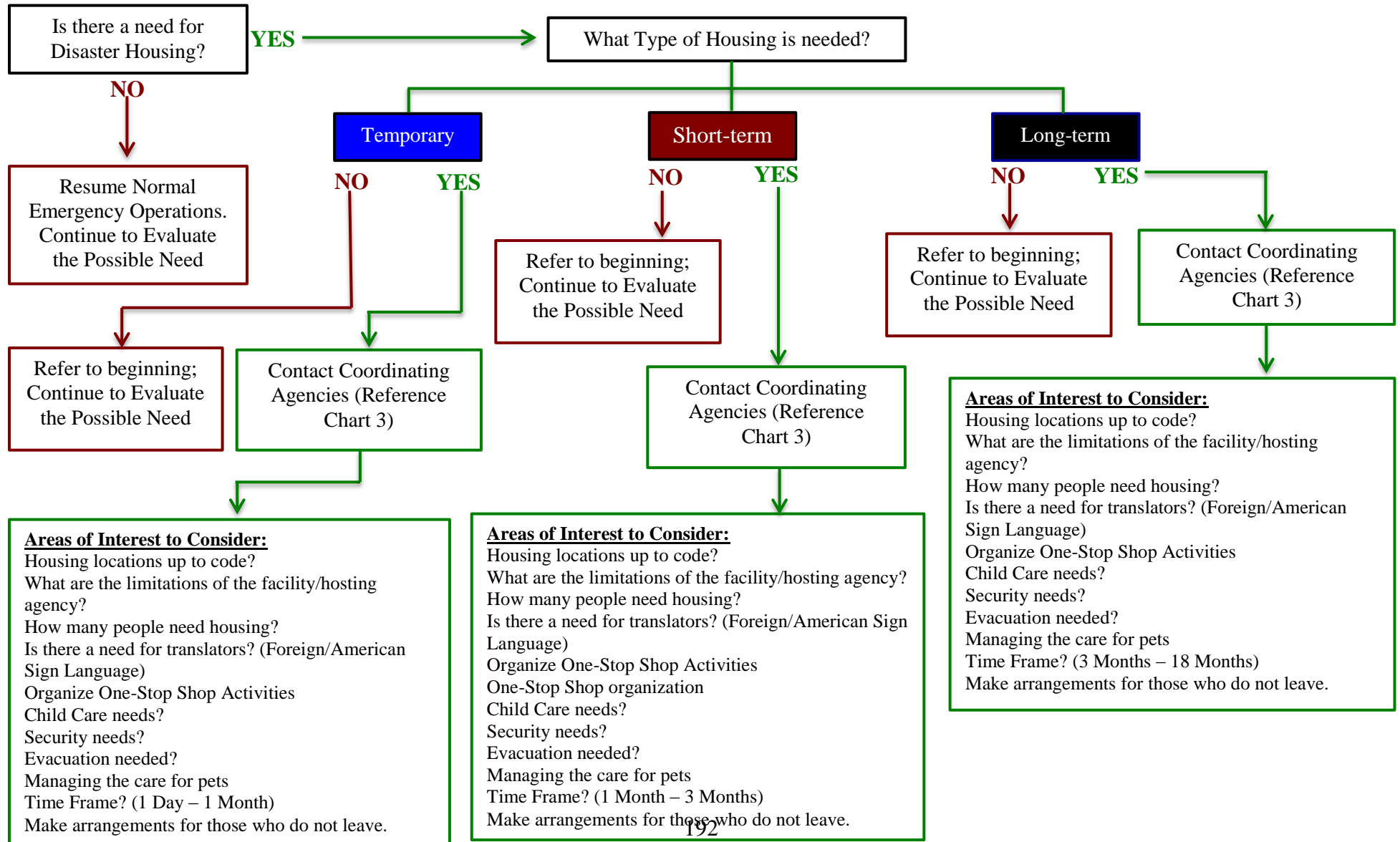
Appendix 3

**Mass Care Considerations**

**Chart 1: Mass Care Flow Chart (Considerations for Support Functions)**



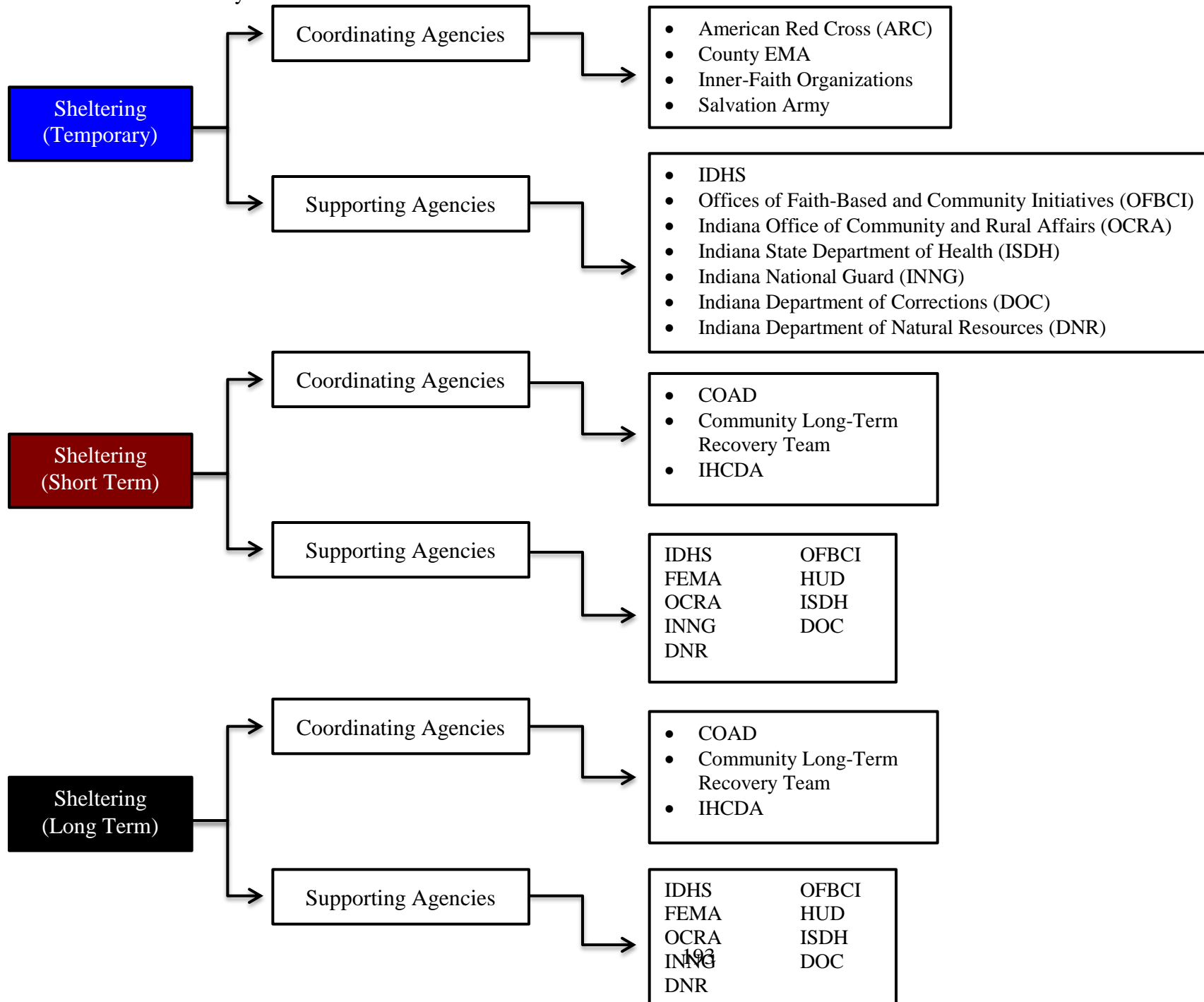
**Chart 2: Mass Care Housing Flow Chart**  
(Recommendations for Handling Disaster Housing Activities)





Hamilton County CEMH

### Chart 3: Coordinating & Supporting Agencies for Sheltering Needs



# Chart 4: Agency Considerations for other Responsibilities

Hamilton County CEMP

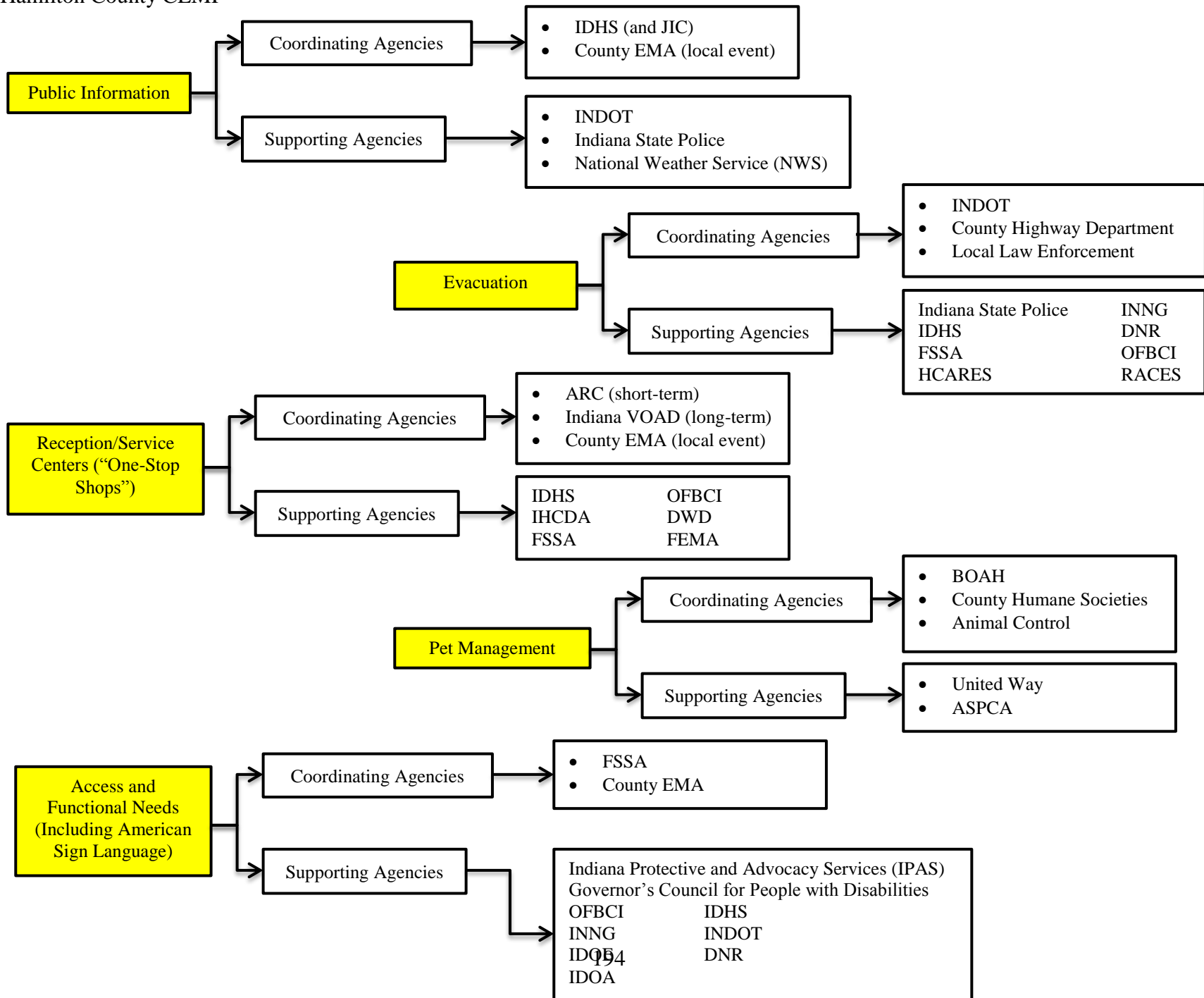


Chart 5: EOC Organizational Flow Chart Mass Care Support Function

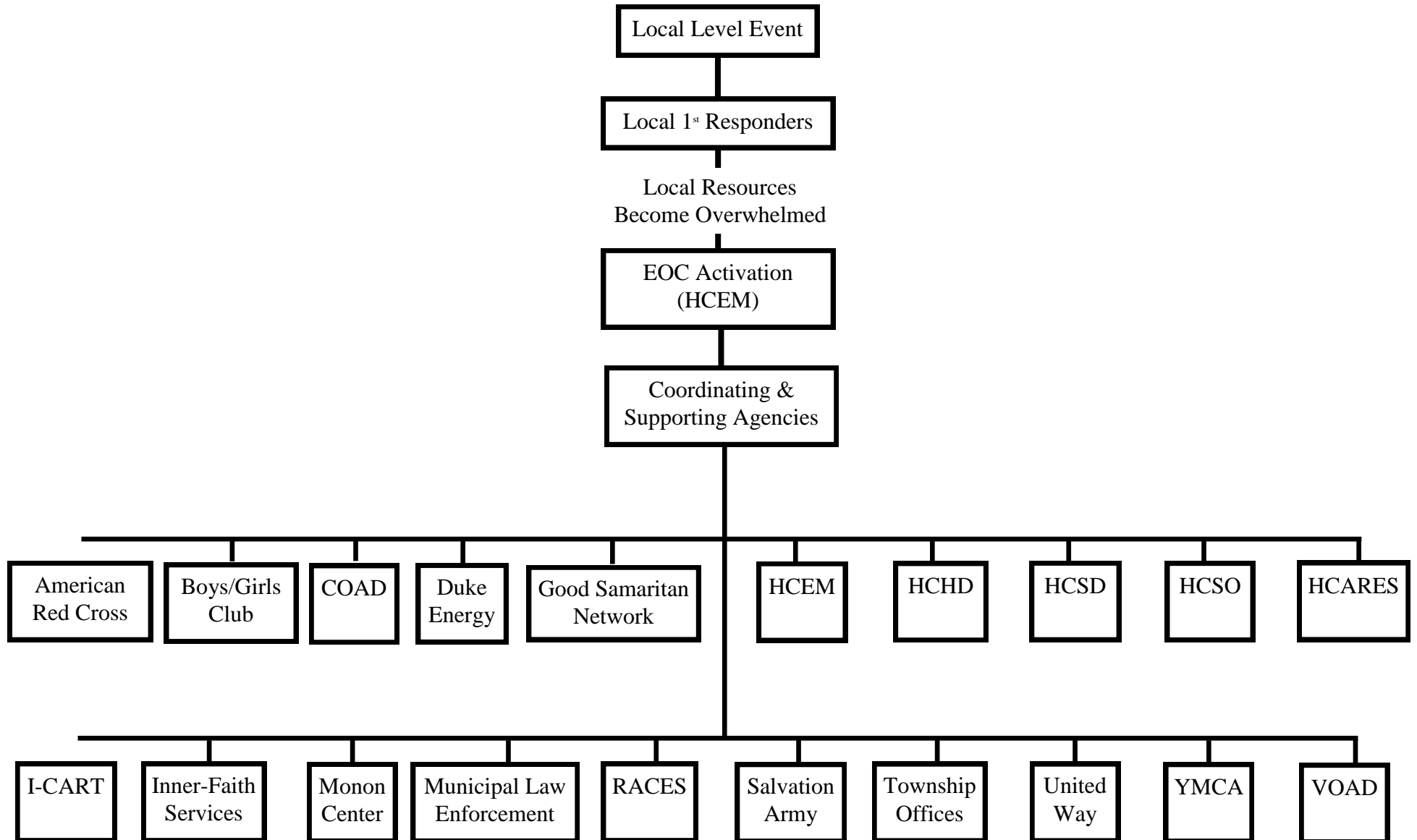
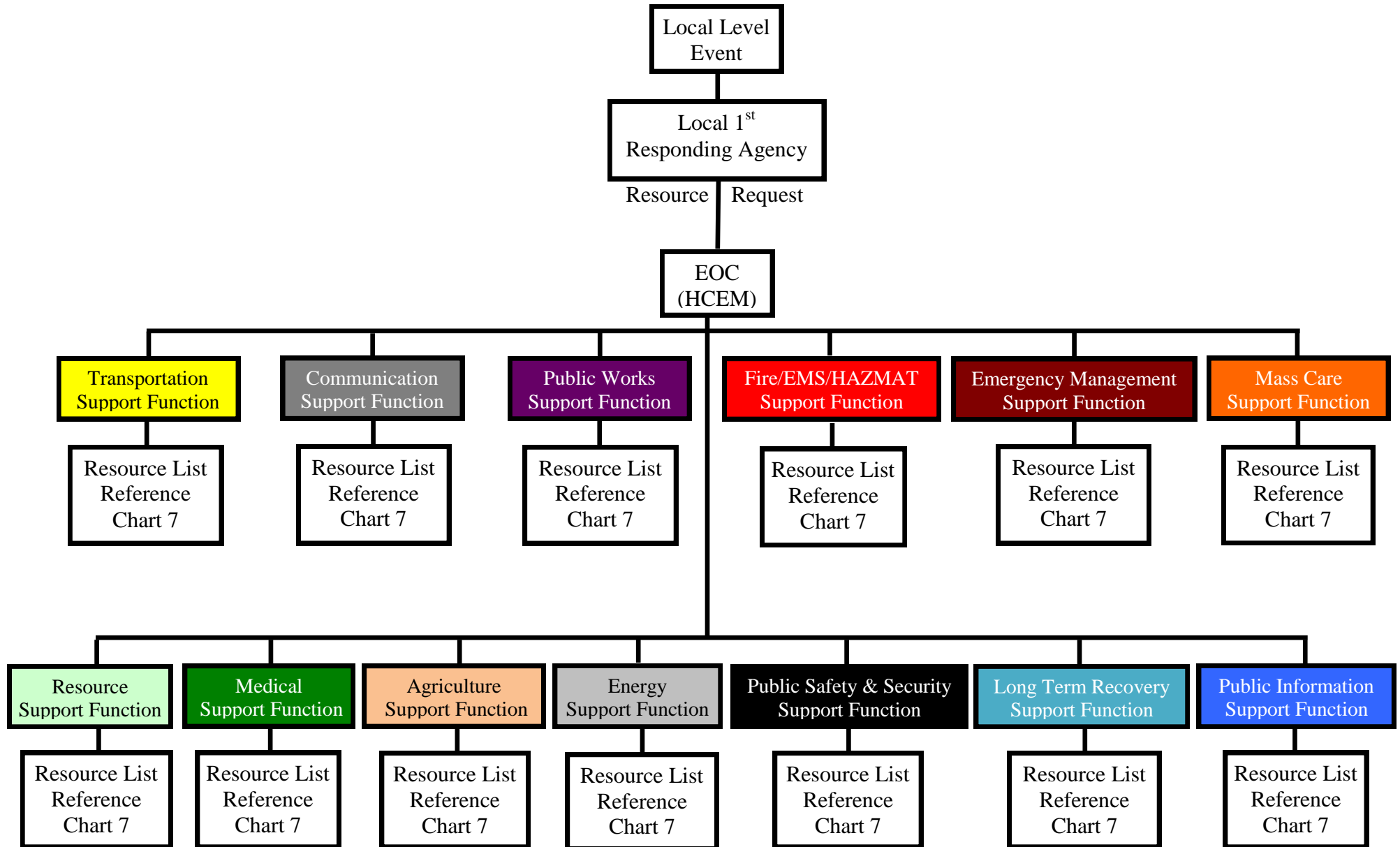
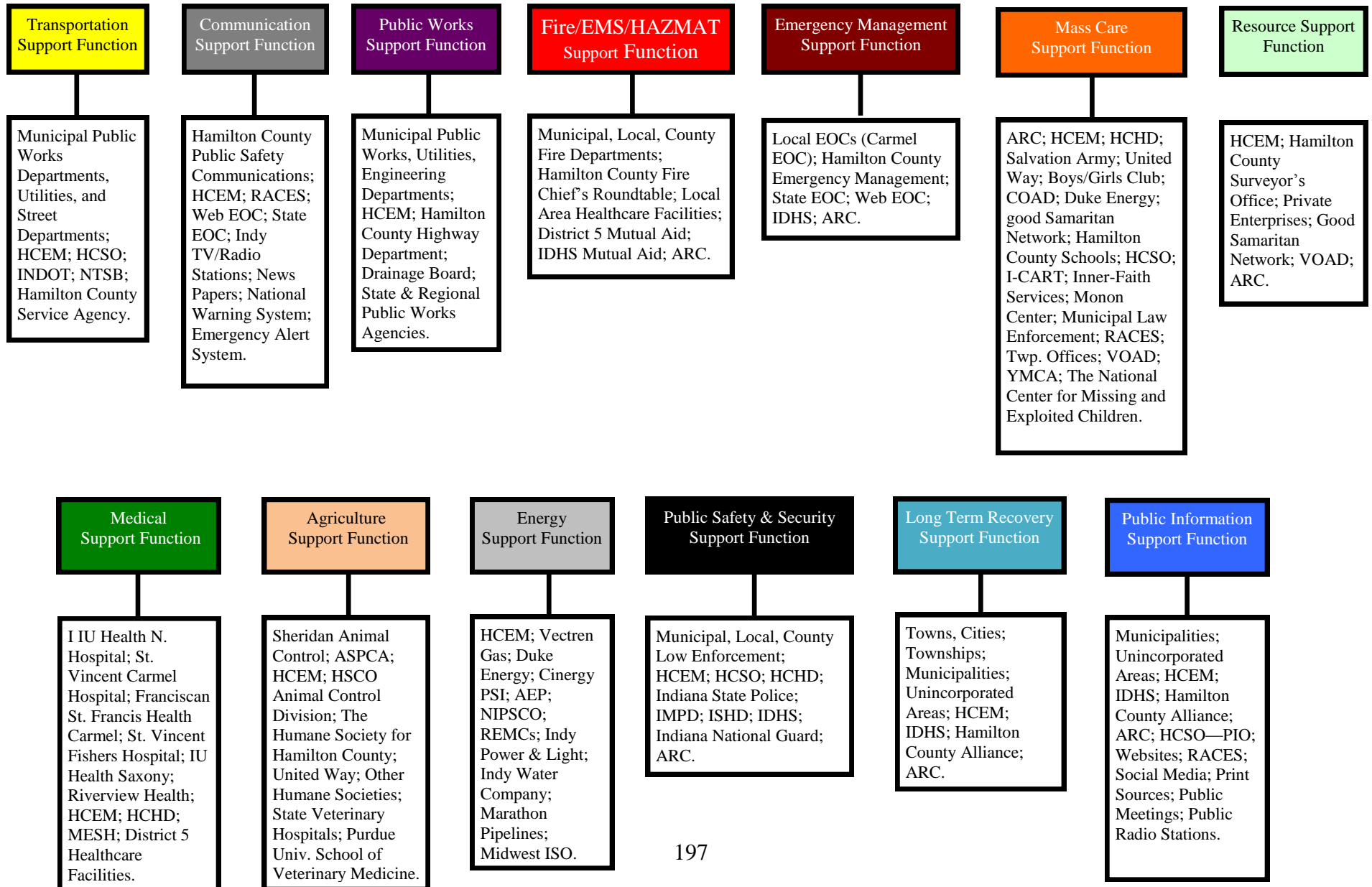


Chart 6: Resource List Flow Chart



## Chart 7: Support Function Agency List



(Intentionally left blank)

HAMILTON COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

**Appendices**

(Intentionally left blank)



Appendices Information

**I. Purpose**

- a. The appendices section of the CEMP is to provide a reference collection point for all charts, figures, acronyms and abbreviations, and definitions.

**II. Responsibility**

- a. Hamilton County Emergency Management is responsible for the managing and updating of the Appendices.

(Intentionally left blank)

**Appendices Contents**

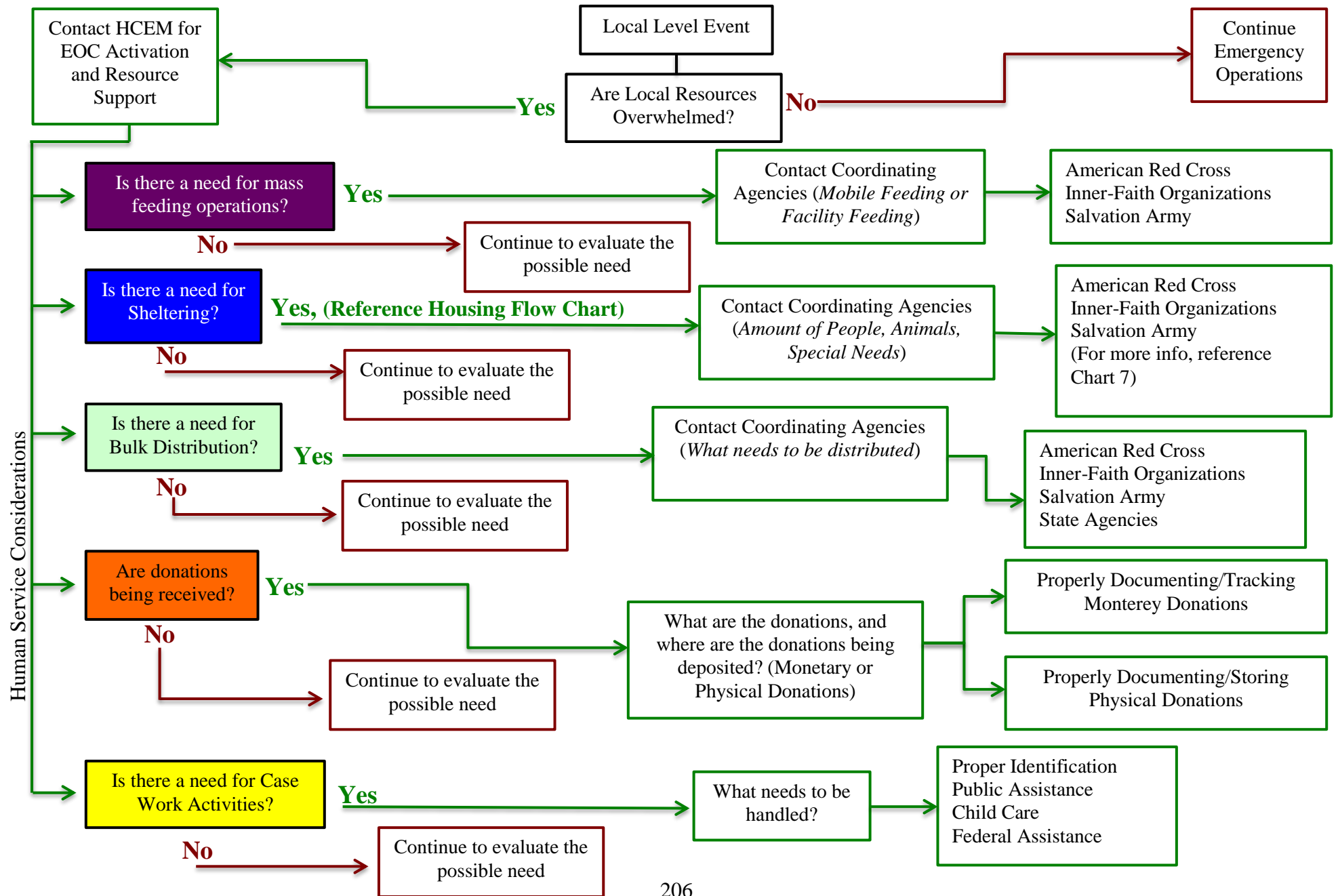
Charts .....	205-213
Figures .....	214-220
Abbreviations & Acronyms .....	221-229
Glossary .....	230-239

(Intentionally left blank)

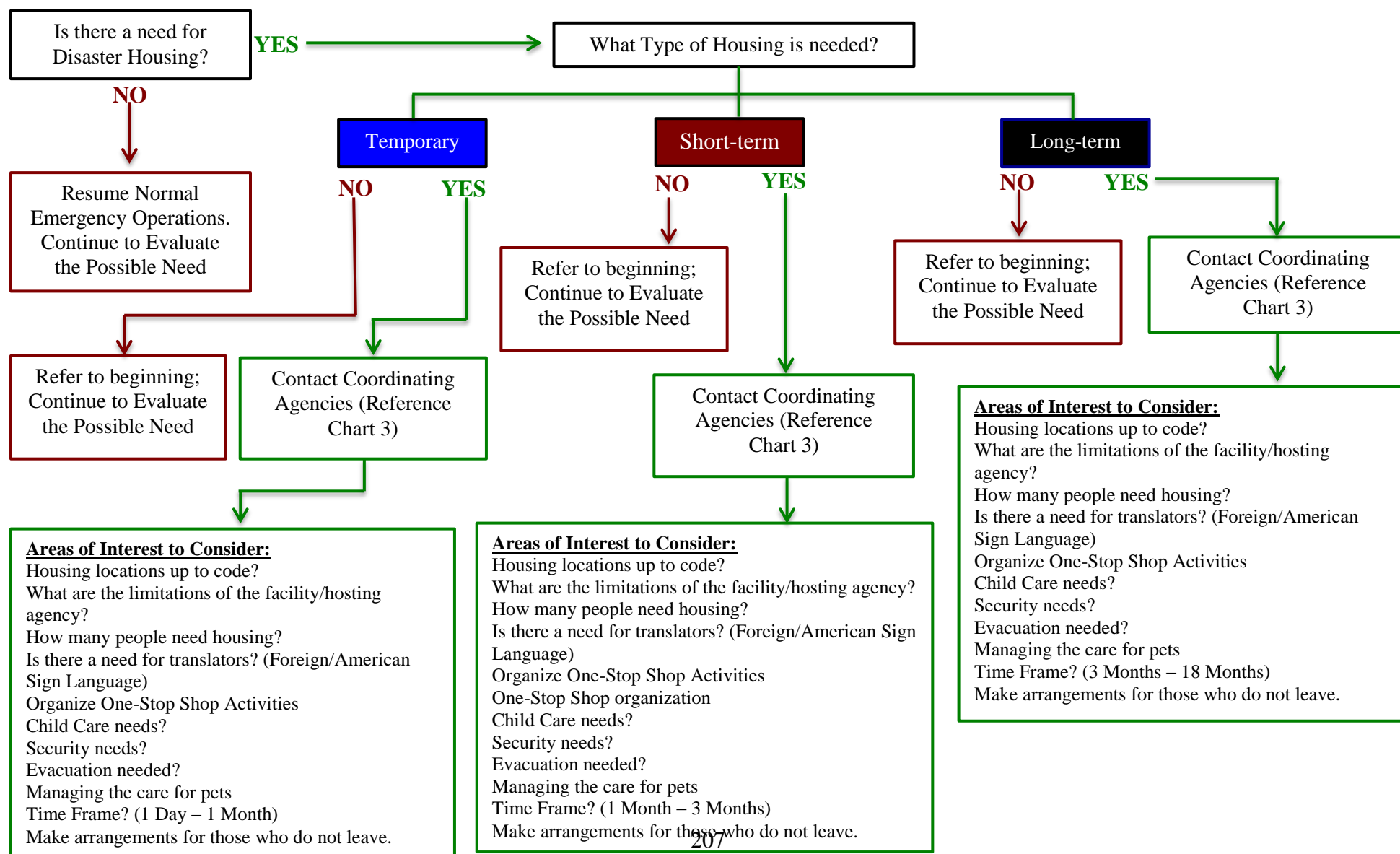
## Appendices

### **Charts**

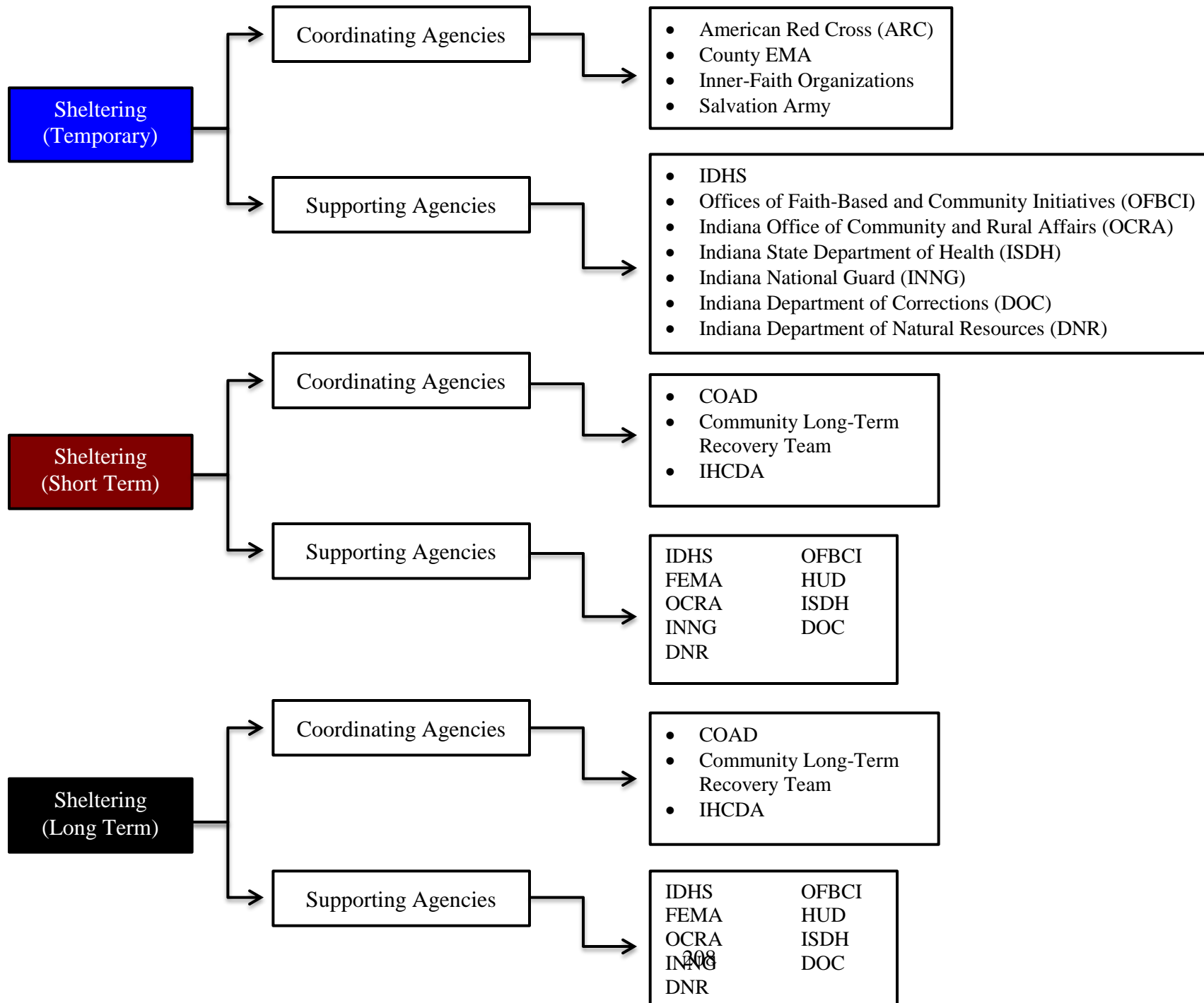
# Chart 1: Mass Care Flow Chart (Considerations for Support Functions)



**Chart 2: Mass Care Housing Flow Chart**  
(Recommendations for Handling Disaster Housing Activities)



### Chart 3: Coordinating & Supporting Agencies for Sheltering Needs





# Chart 4: Agency Considerations for other Responsibilities

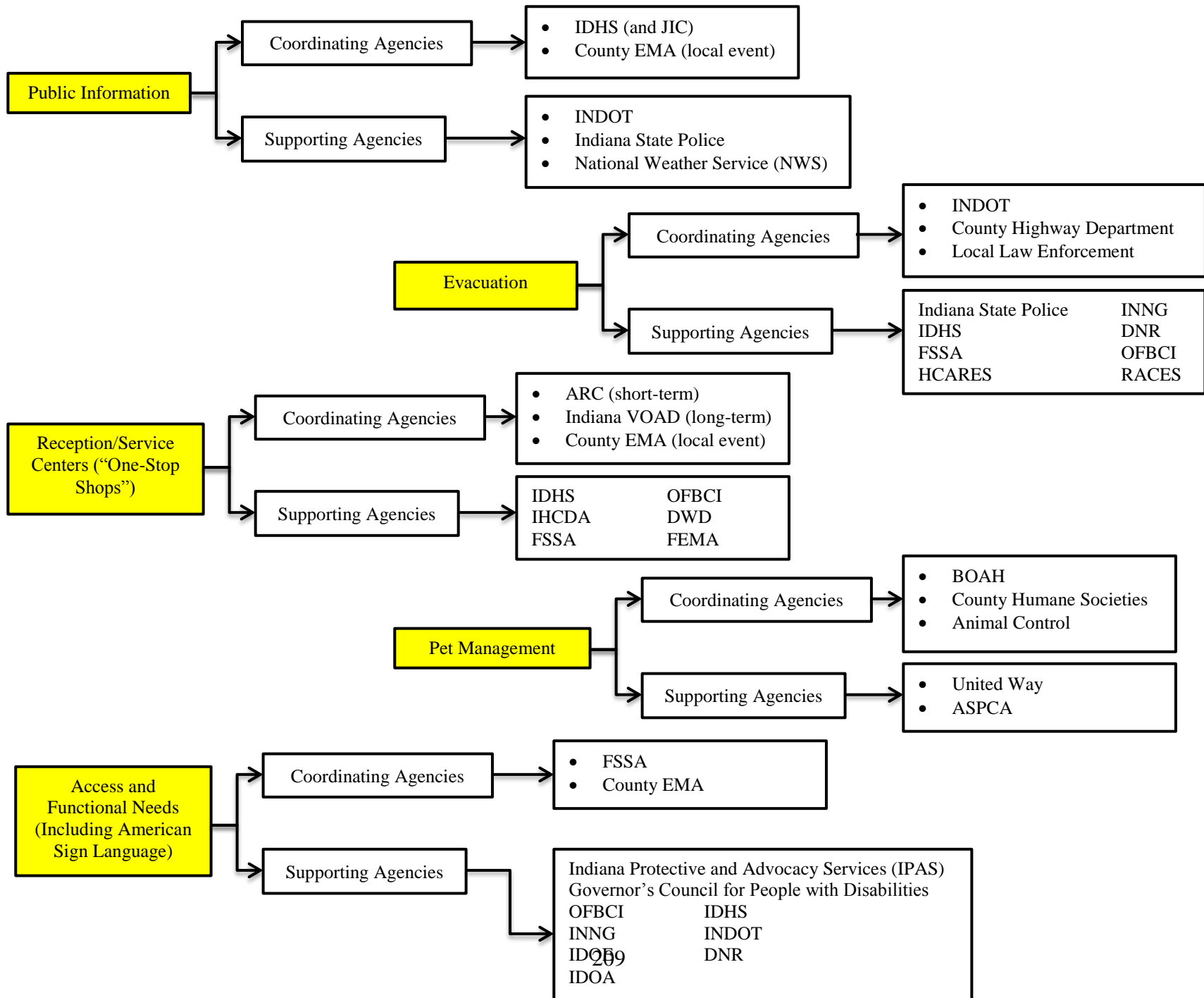


Chart 5: EOC Organizational Flow Chart Mass Care Support Function

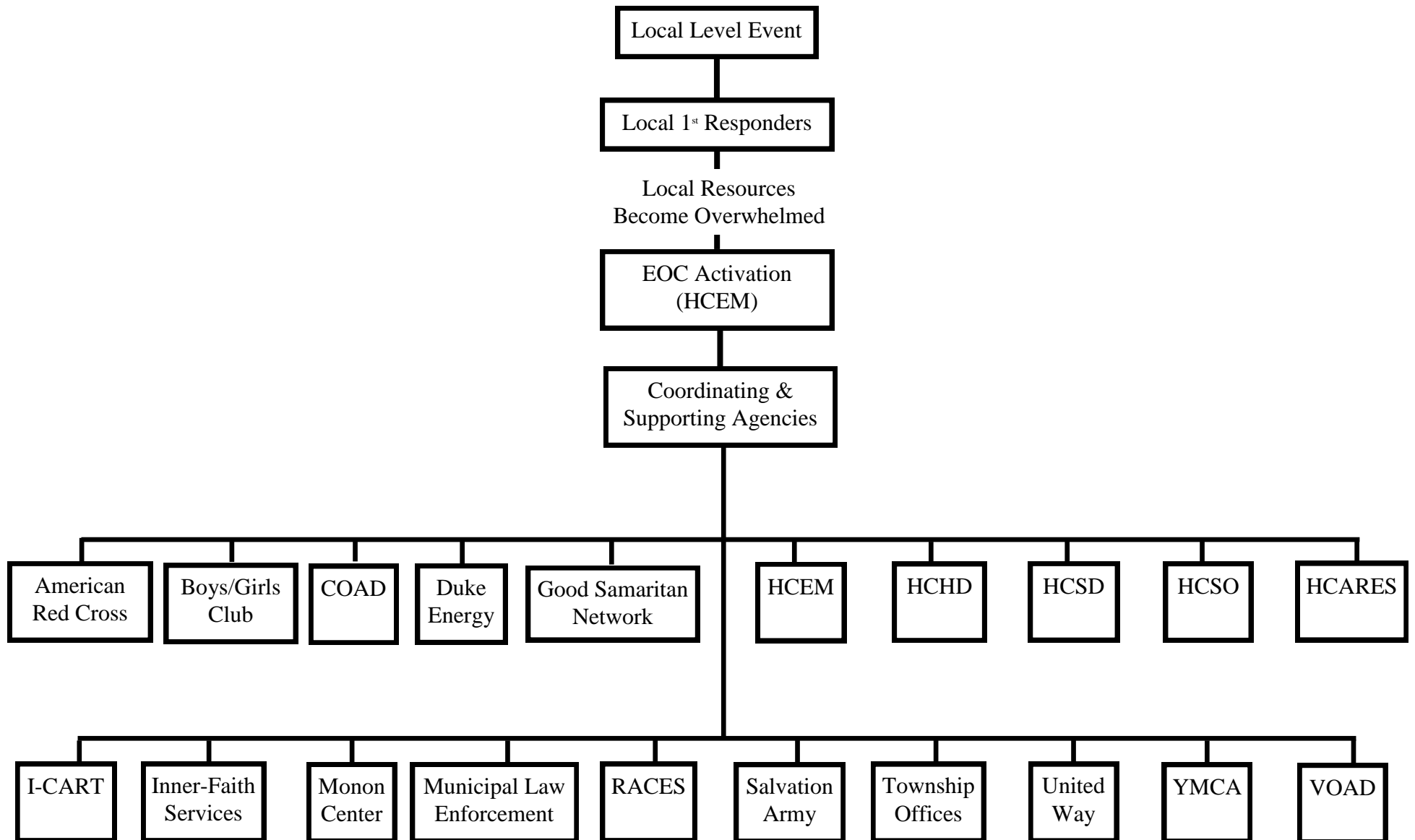
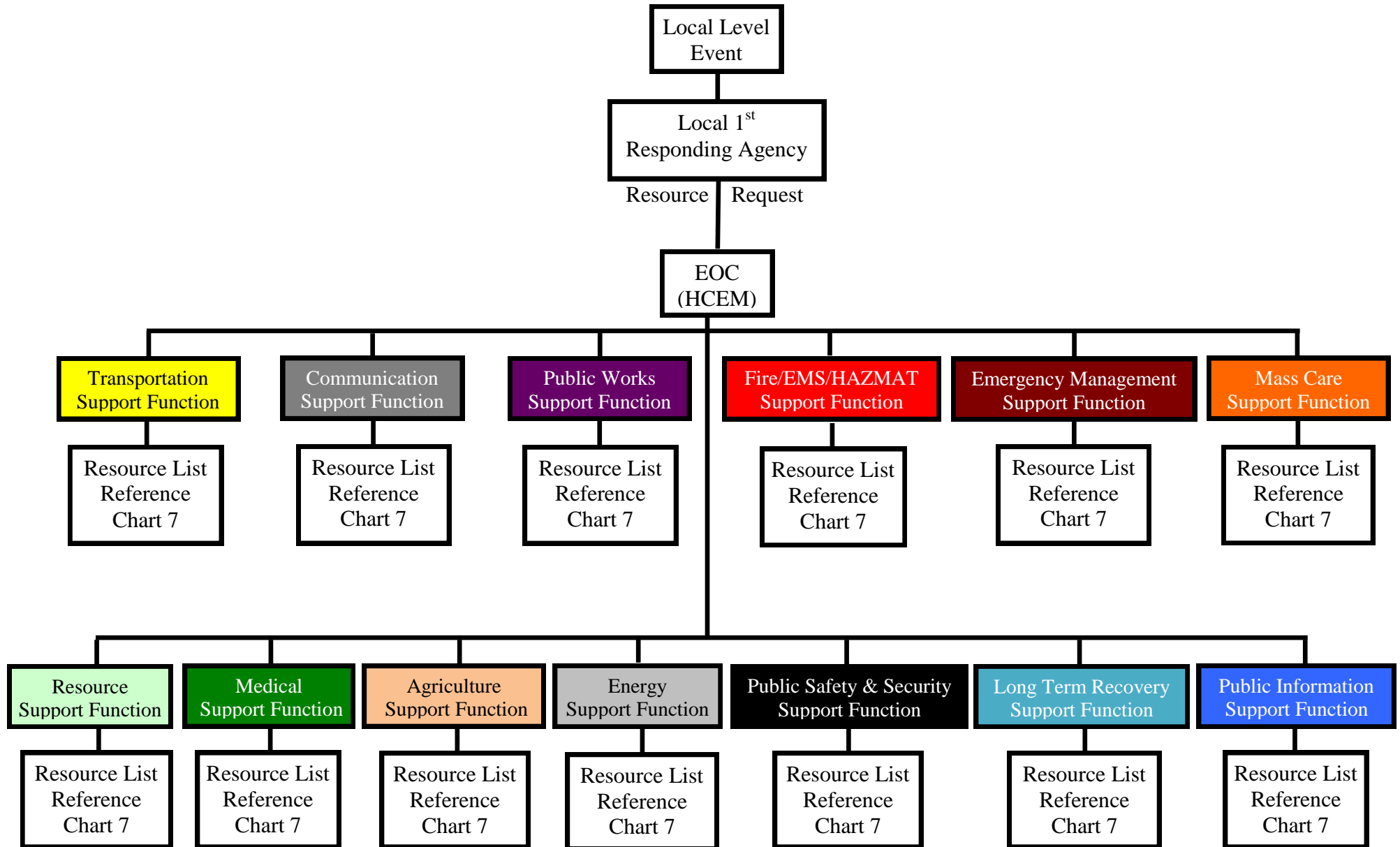
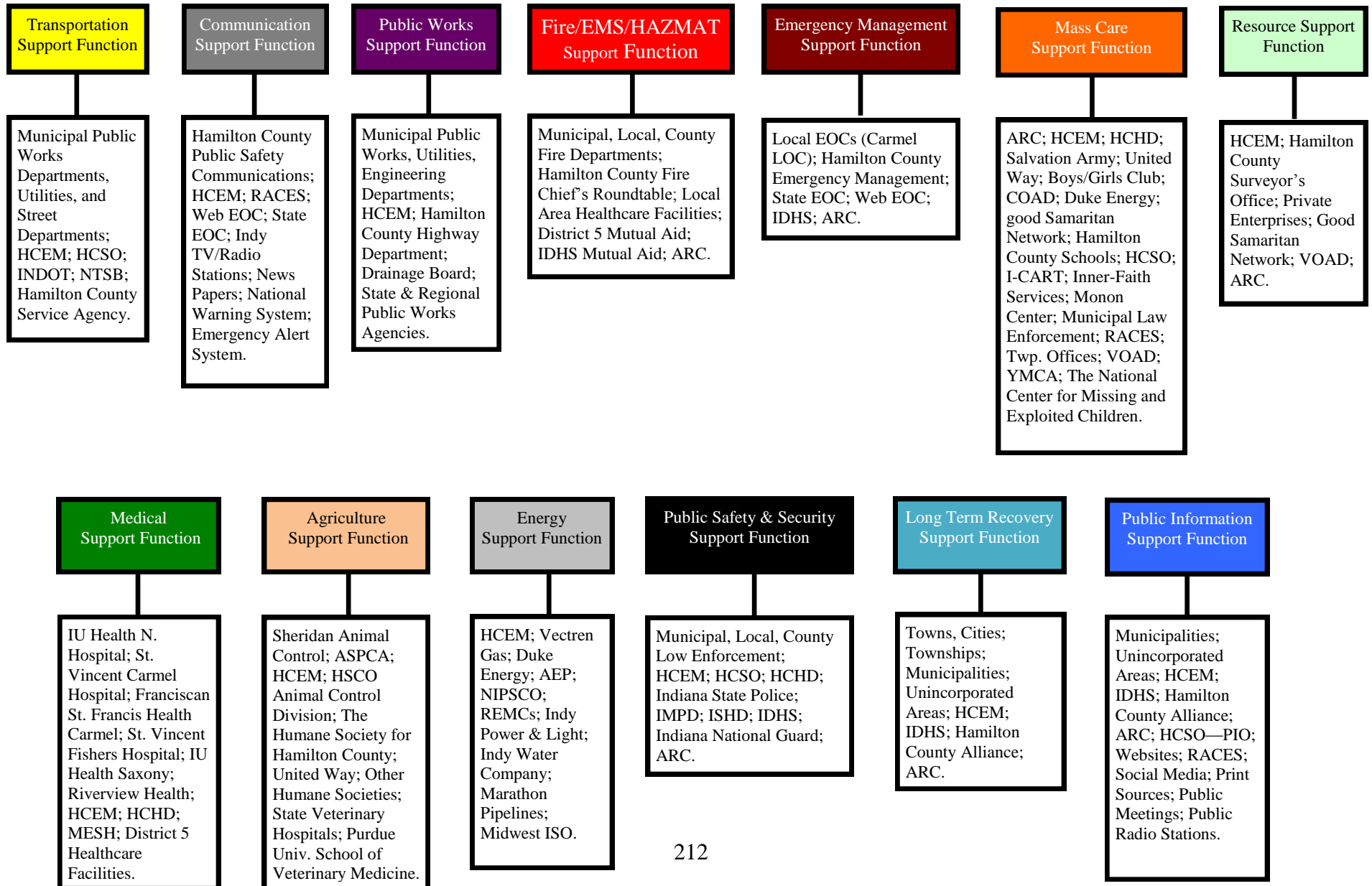


Chart 6: Resource List Flow Chart



## Chart 7: Support Function Agency List



(Intentionally left blank)

Appendices

**Figures**

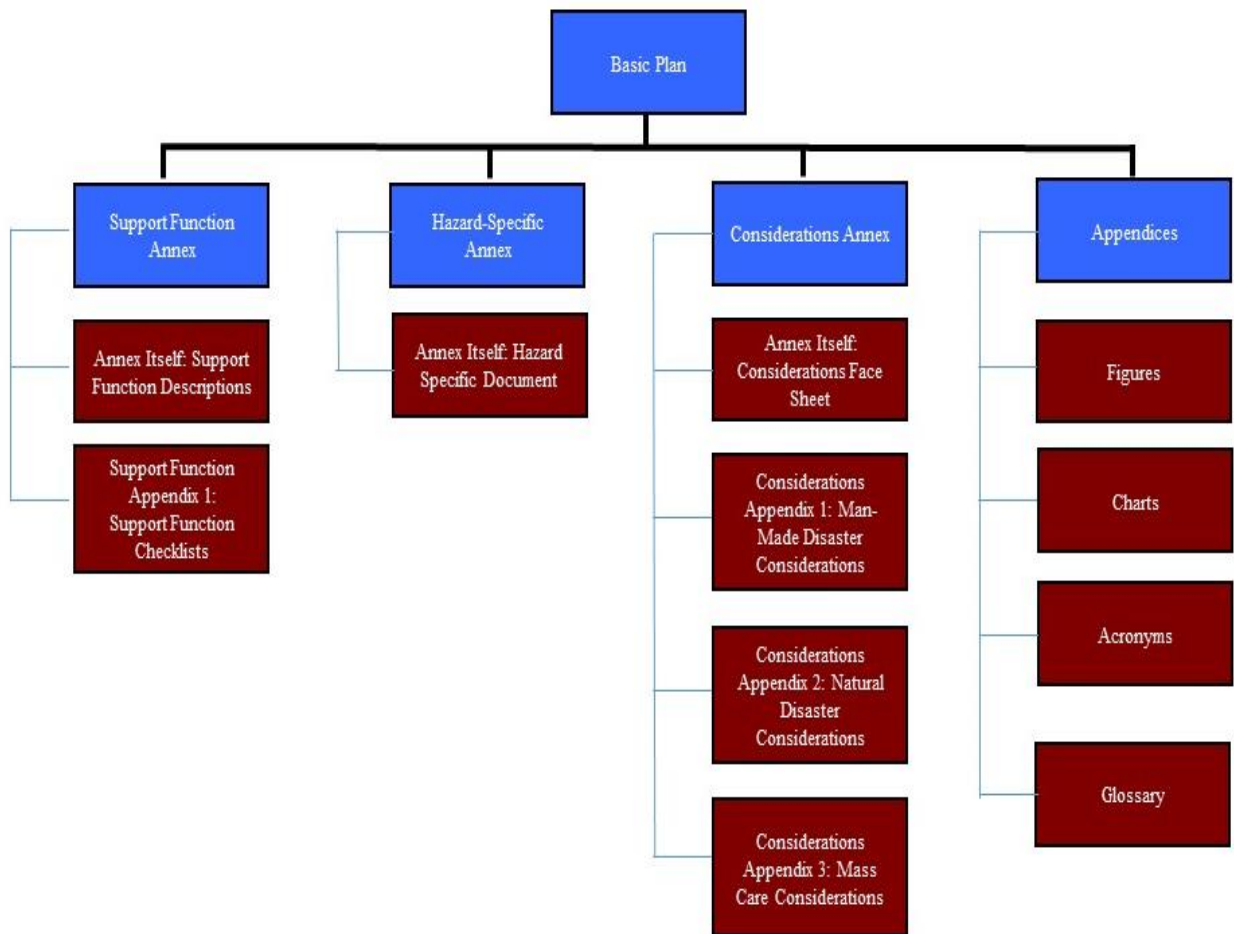


Figure 1: CEMP Organization

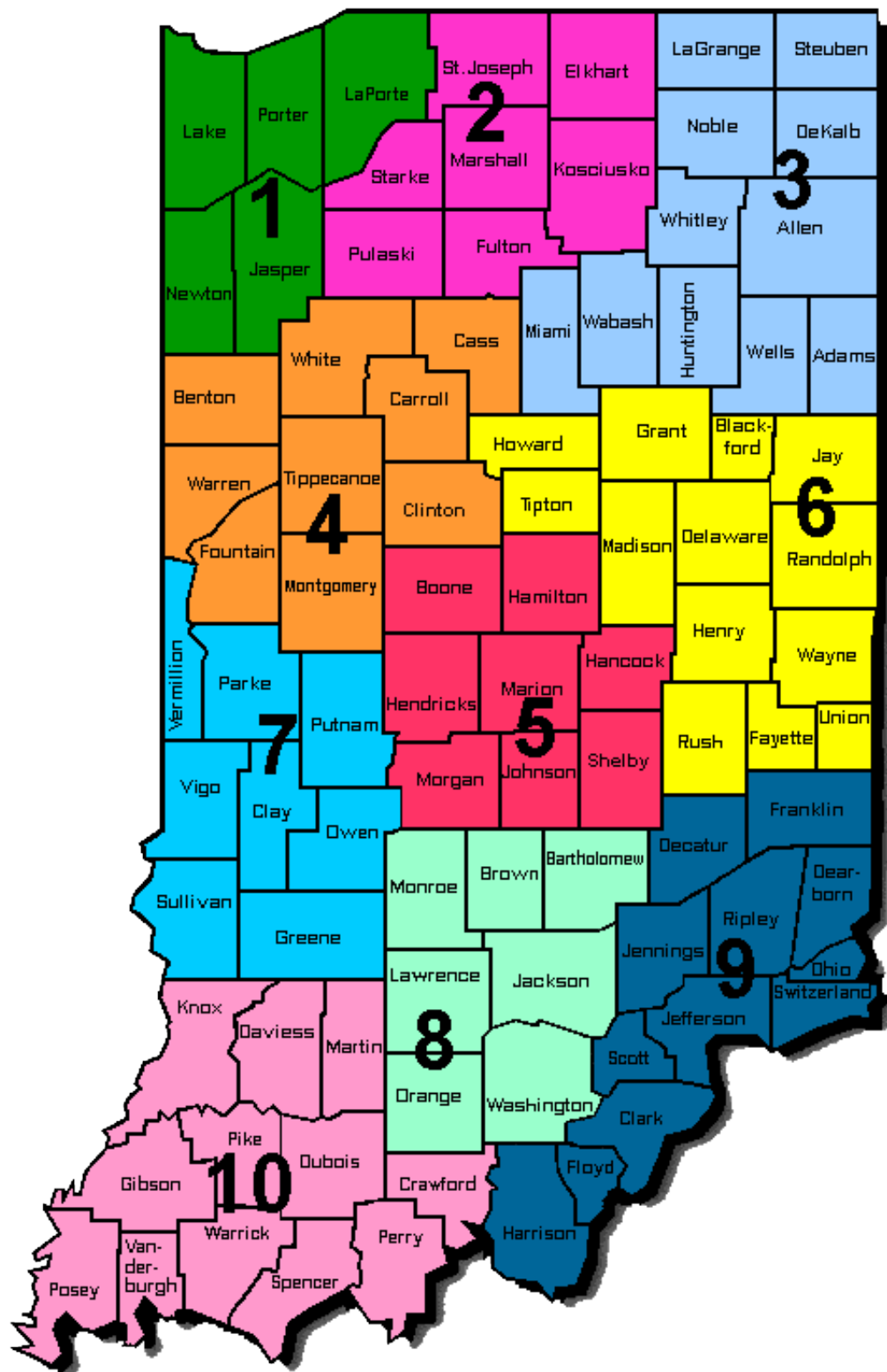


Figure 2: IDHS District Map



Level #	Name of Level	Description	Example
5	Daily Operations		
4	Limited Emergency Conditions	A situation has occurred or may occur to warrant further actions.	Tornado Watch
3	Active Emergency Conditions	A situation has occurred requiring limited activation of the Emergency Operations Center (County EOC).	Flooding
2	Significant Emergency Conditions	A situation has occurred requiring full activation of the County EOC.	Large Tornado
1	Full Emergency Conditions	A situation has occurred requiring full activation of the County EOC and policy level personnel including County Commissioners	Large Earthquake

Figure 3: Emergency Operations Center Activation List

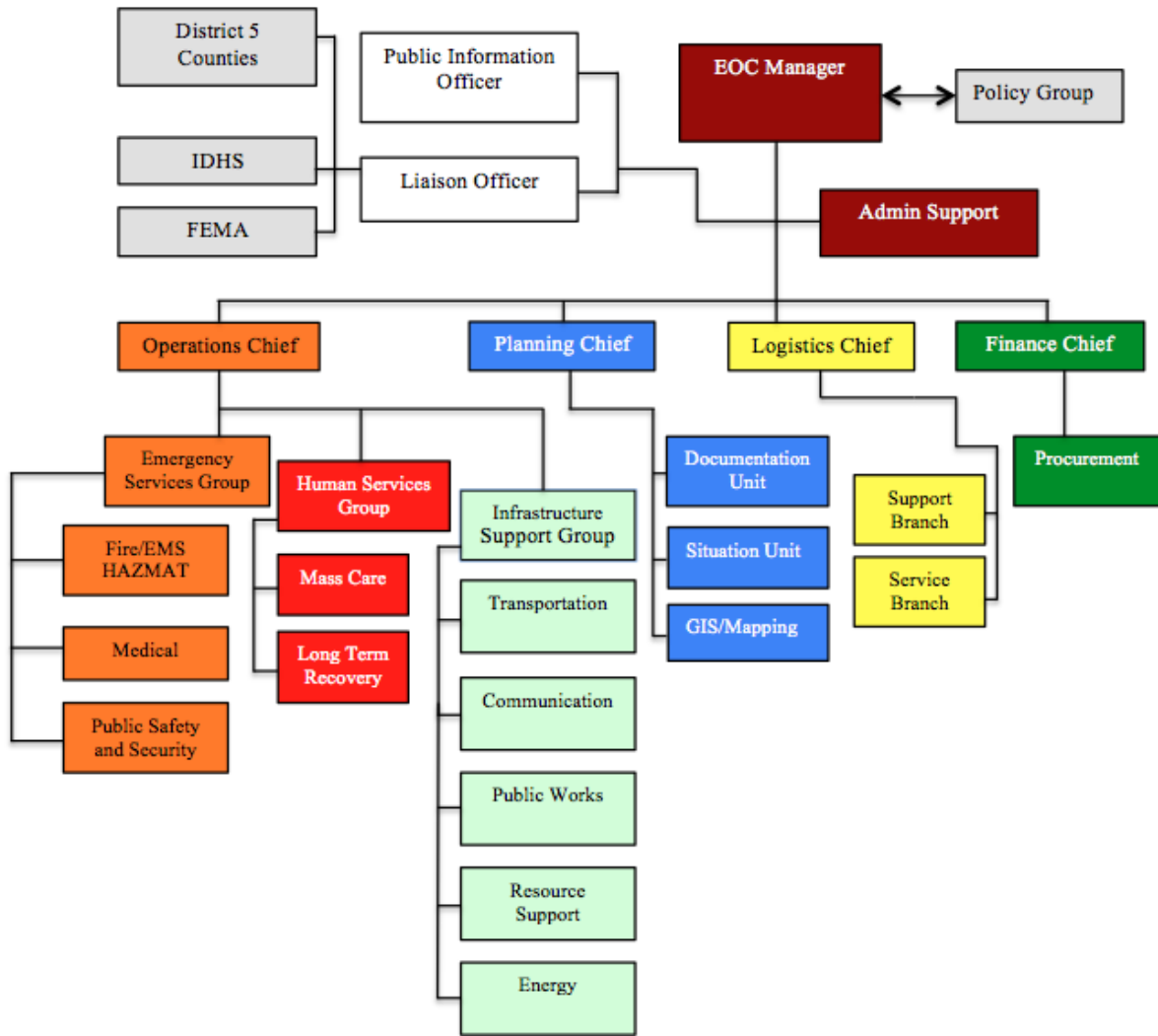


Figure 4: Emergency Operations Center Organizational Chart

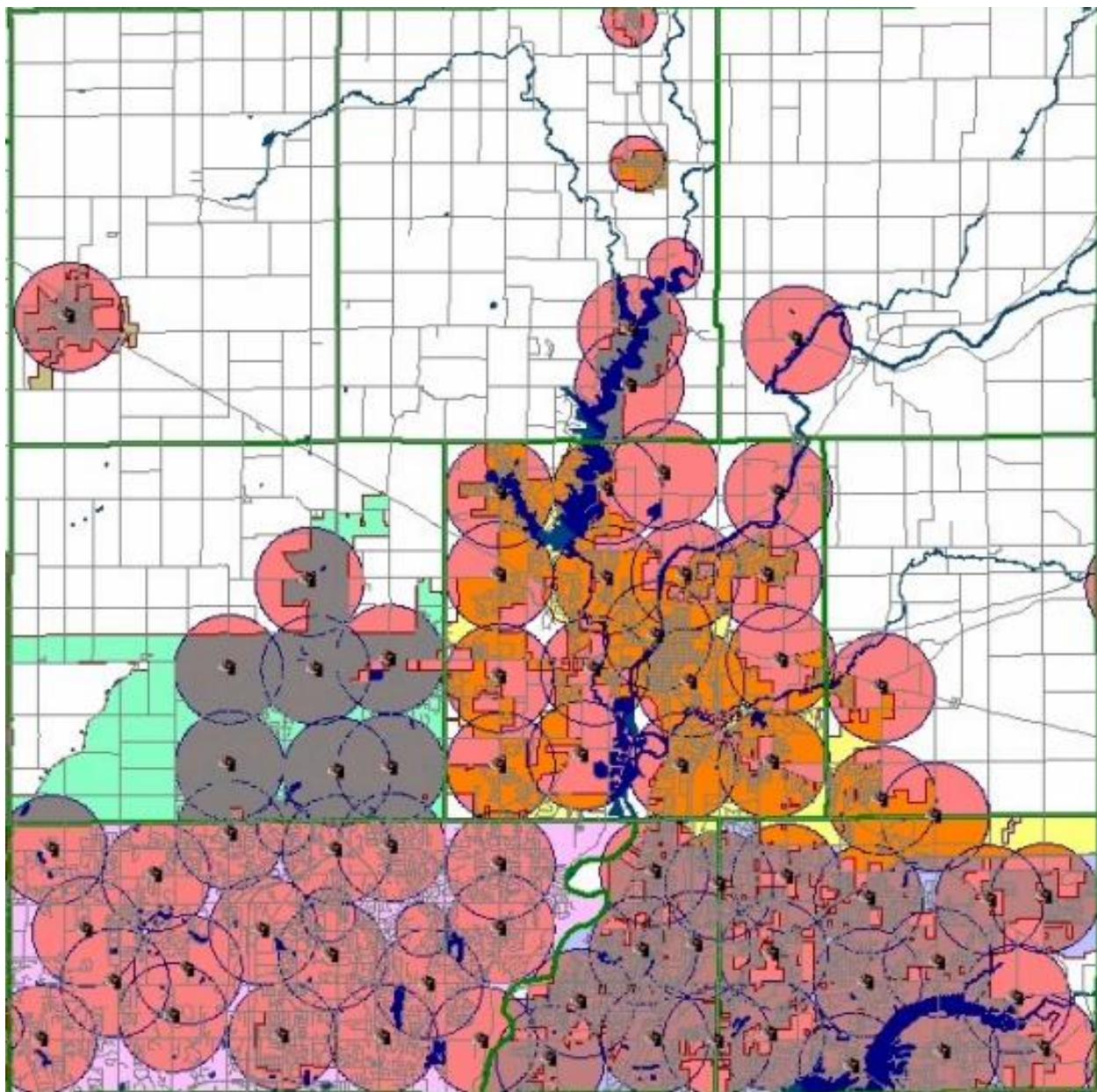


Figure 5: Outdoor Warning Systems

(Intentionally left blank)

Appendices

**Abbreviations & Acronyms**

### Abbreviations & Acronyms A-Z

AAR:	After Action Report
ACC:	Acute Care Centers
Admin:	Administration
AEP:	American Electric Power
AIDS:	Acquired Immunodeficiency Syndrome
ALS:	Advances Life Support
ARC:	American Red Cross
ASPCA:	American Society for the Prevention of Cruelty to Animals
ATF:	Bureau of Alcohol, Tobacco, Firearms and Explosives
A.S.A.P.:	As Soon As Possible
Bd.	Board
BLS:	Basic Life Support
BOAH:	Board of Animal Health
CAD:	Computer Aided Dispatch
CBRNE:	Chemical Biological Radiological Nuclear Explosive
CCP:	Casualty Collection Point
CDC:	Center for Disease Control
CDL:	Certified Driver's License
CEO:	Chief Executive Officer
CEMP:	Comprehensive Emergency Management Plan
CERFP:	CBRNE Enhanced Response Force Package
CERT:	Community Emergency Response Team
CFD:	Carmel Fire Department
CFR:	Code of Federal Regulations
CHC:	Community Health Center
CIDRAP:	Center for Infectious Disease Research & Policy
CIFD:	Cicero Fire Department

CISD:	Critical Incident Stress Debrief(ing)
COAD:	Community Organizations Active in Disasters
COG:	Continuity of Government
COOP:	Continuity of Operation Plans
CST:	Civil Support Team
DCE:	Department of Code Enforcement
DECON:	Decontamination
Dept.:	Department
DHS:	Department of Homeland Security
DOC:	Department of Corrections
DOE:	Department of Energy
DOT:	Department of Transportation
DMAT:	Disaster Medical Assistance Team
DMORT:	Disaster Mortuary Operational Response Team
DNR:	Department of Natural Resources
DPC:	District Planning Councils
DPOC:	District Planning Oversight Committee
DPW:	Department of Public Works
DRC:	Disaster Recovery Center
DRTF:	District Response Task Force
DWD:	Department of Workforce Development
EAS:	Emergency Alert System
EOC:	Emergency Operations Center
EOP:	Emergency Operations Plan
EMA:	Emergency Management Agency
EMS:	Emergency Medical Service
EMT:	Emergency Medical Technician
EMTALA:	Emergency Medical Treatment and Active Labor Act
EPA:	Environmental Protection Agency

ERG:	Event Response Group
E. coli	Escherichia coli
FAA:	Federal Aviation Administration
FBI:	Federal Bureau of Investigation
FCO:	Federal Coordinating Officer
FEMA:	Federal Emergency Management Agency
FFD:	Fishers Fire Department
FSSA:	Family and Social Services Administration
GIS:	Geographic Information Systems
HAZMAT:	Hazardous Materials
HAZUS:	Hazards United States
HAZUS-MH	Hazards USA Multi-Hazard
HCEM:	Hamilton County Emergency Management
HCHD:	Hamilton County Highway Department
HCPSC:	Hamilton County Communications
HCSO:	Hamilton County Sheriff's Office
HCSD:	Hamilton County School Districts
HSEEP:	Homeland Security Exercise and Evaluation Program
HIPPA:	Health Insurance Portability and Accountability Act
HIV:	Human Immunodeficiency Virus
HSPD:	Homeland Security Presidential Directive
HUD:	Housing and Urban Development
Hp:	Horse Power
IACC:	Indianapolis Animal and Care and Control
IAP:	Incident Action Plan
IC:	Incident Command
I-CART:	Indiana Crisis Assistance Response Team



ICP:	Incident Command Post
ICS:	Incident Command System
IDEM:	Indiana Department of Environmental Management
IDHS:	Indiana Department of Homeland Security
IEMS:	Indianapolis Emergency Medical Service
IHCDA:	Indiana Housing & Community Development Authority
IMPD:	Indianapolis Metropolitan Police Department
IMT:	Incident Management Team
INDOT:	Indiana Department of Transportation
Indy:	Indianapolis
INNG:	Indiana National Guard
INTF-1:	Indiana Task Force 1
IPAS:	Indiana Protection and Advocacy Services
IPL:	Indiana Power & Light
ISA:	Internet Security and Acceleration
ISA-GIS:	Internet Security and Acceleration – Geographic Information System
ISDH:	Indiana State Health Department
ISP:	Indiana State Police
I-START:	Indiana – Simple Triage and Rapid Treatment
IU:	Indiana University
IWC:	Indianapolis Water Company
JFO:	Joint Field Officer
JIC:	Joint Information Center
LEPC:	Local Emergency Planning Committee
LOC:	Local Operations Center
MAC:	Multi-Agency Coordination
MACC:	Multi-Agency Coordination Center
MASTF:	Multi-Agency Support Tactical Facility

MCI:	Mass Casualty Incident
MCP:	Mobile Command Post
MESH:	Managed Emergency Surge for Healthcare
MEMS:	Modular Emergency Medical System
Midwest-ISO:	Midwest – Independent System Operator
MHMP:	Multi-Hazard Mitigation Plan
MHz:	Megahertz
MMRS:	Metropolitan Medical Response System
MSDS:	Material Safety Data Sheets
Mgt.:	Management
NEHC:	Neighborhood Emergency Help Center
NDMS:	National Disaster Medical System
NFD:	Noblesville Fire Department
NFIP:	National Flood Insurance Program
NGO:	Non-Governmental Organization
NIMS:	National Incident Management System
NIPSCO:	Northern Indiana Public Service Company
NOAA:	National Oceanic and Atmospheric Administration
NOVA:	National Organization for Victim Assistance
NRF:	National Response Framework
NTSB:	National Transportation Safety Board
NWS:	National Weather Service
OCRA:	Indiana Office of Community and Rural Affairs
OFBCI:	Office Faith-Based and Community Initiatives
OFM:	Office of Finance and Management
OSHA:	Occupational Safety and Health Administration
OTC:	Over the Counter
PA:	Public Assistance

PIO:	Public Information Officer
POD:	Post-Operation Debriefing
PPE:	Personal Protective Equipment
PSA:	Public Service Announcement
PSC:	Public Service Commission
RACES:	Radio Amateur Civil Emergency Service
REMC:	Rural Electric Membership Cooperative
SARA:	Superfund Amendment Re-Authorization Act
SCBA:	Self-Contained Breathing Apparatus
SEOC:	State Emergency Operations Center
SF:	Support Function
SMART:	Specific, Measurable, Action-oriented, Realistic, Time-Sensitive
SOG:	Standard Operating Guide
SOP:	Standard Operating Procedure
SNS:	Strategic National Stockpile
SR:	State Road
START:	Simple Triage and Rapid Treatment
TB:	Tuberculosis
TCL:	Target Capabilities List
TRT:	Tactical Response Team
TSU:	Technical Service Unit
TV:	Television
Tac.:	Tactical
USAR:	Urban Search and Rescue
USC:	United States Code
USPHS:	United States Public Health Service
UTL:	Universal Task List

UWCI:	United Way of Central Indiana
Univ.:	University
U.S.:	United States
U.S.A.:	United States of America
VOAD:	Volunteer Organizations Active in Disasters
VRC:	Volunteer Reception Center
WebEOC:	Website Emergency Operations Center
WFD:	Westfield Fire Department
WMD:	Weapons of Mass Destruction
YMCA:	Young Men's Christian Association

(Intentionally left blank)

Appendices

**Glossary**

## GLOSSARY

### American Red Cross (ARC)

A humanitarian organization, led by volunteer, that provide relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies and disasters. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

### Assumption

1. (Management) Statements of conditions accepted as true and that have influence over the development of a system. In emergency management, assumptions provide context, requirements, and situational realities that must be addressed in system planning and development and/or system operations. When these assumptions are extended to specific operations, they may require re-validation for the specific incident.
2. (Preparedness) Operationally relevant parameters that expected and used as a context basis or requirement for the development of response and recovery plans, processes, and procedures. For example, the unannounced arrival of patients to a healthcare facility occurs in many mass casualty incidents. This may be listed as a preparedness assumption in designing initial response procedures. Similarly, listing the assumption that funds will be available to train personnel on a new procedure may be an important note.
3. (Response) Operationally relevant parameters for which, if not valid for specific incident's circumstances, the emergency plan-related guidance might not be adequate to assure response success. Alternative methods may be needed. For example, if a decontamination capability is based on the response assumption that the facility is not within the zone of release, this assumption must be verified at the beginning of the response.

### Authority

A right or obligation to act on behalf of a department, agency, or jurisdiction. Commonly, a statute, law, rule, ordinance, or directive made by a senior elected or appointed official of a jurisdiction or organization that gives responsibility to a person or entity to manage and coordinate activities.

### Capabilities-Based Planning

Planning under uncertainty, to provide capabilities suitable for a wide range of threats or hazards while working within the economic framework that necessitates prioritization and choice. Capabilities-based planning addresses uncertainty by analyzing a wide range of human-caused or naturally occurring events to identify required capabilities.

### Checklist

Written or computerized collection of actions to be taken by an individual or organization meant to aid memory rather than provide detailed instruction.

### Community

A political entity that has the authority to adopt and enforce laws and ordinances for the area under its jurisdiction. In most cases, the community is an incorporated town, city, township, village, or unincorporated part of a county. However, each state defines its own political subdivisions and forms of government.

### Comprehensive Emergency Management Plan (CEMP)

An emergency planning document that is developed for jurisdiction, which focuses on an all-hazards approach in the management and coordination of life-saving activities before, during, and after an emergency or disaster. Similar to an Emergency Operations Plan (EOP), a CEMP has many of the same functions, characteristics and attributes, but differs in that it considers the Four Phases of Emergency Management – Mitigation, Preparedness, Response, and Recovery – whereas an EOP primarily focuses on jurisdictional response activities. Additionally, a CEMP is commonly considered a “foundational document”, outlining the most critical elements of a jurisdictional emergency management, allowing supplemental and supporting documents that relate to the CEMP to develop under a common, structured framework.

### Contamination

The undesirable deposition of a chemical, biological, or radiological material on the surface of structures, areas, objects, or people.

### Continuity of Government

Measures taken to ensure coordination of essential functions of government in the event of an emergency or disaster.

### Critical Facilities

Schools, libraries, hospitals, public roads, water and sanitation systems, public safety buildings and other essential infrastructure.

### Damage Assessment

An appraisal or determination of the number of injuries or deaths, damage to public or private property, status of critical facilities, services, communication networks, public works and utilities, and transportation resulting from a man-made or natural disaster.

### Decontamination

Reduction or removal of chemical, biological or radioactive material from a structure, area, object, or person.

### Disaster

A man-made or natural catastrophic event resulting in severe life loss, property and environment damage, and mass amount of injuries within a community or multi-jurisdictional area that requires local, state, and federal assistance to alleviate damage, loss, hardship, or suffering.



**Disaster Recovery Center (DRC)**

Facilities established in a centralized location within or near the disaster area at which disaster victims (individuals, families, or businesses) apply for disaster aid.

**Emergency**

Any occasion or instance, such as a hurricane, tornado, storm, flood, earthquake, landslide, mudslide, fire, snow/ice storm, nuclear accident, or any other natural occurring or man-made catastrophe, that warrants action to save lives and to protect property, public health, safety, and the environment.

**Emergency Management Director**

An individual with primary responsibility for emergency management mitigation, preparedness, response, and recovery within the jurisdiction.

**Emergency Medical Services (EMS)**

Individuals who, on a full-time, part-time, or volunteer basis serve as first responders, emergency medical technicians (EMT), and paramedics with ground-based and aero-medical services to provide pre-hospital care.

**Emergency Operations Center (EOC)**

Physical location at which local government officials and designated agencies and/or organization representatives coordinate information and resources to support domestic management activities.

**Emergency Operations Plan (EOP)**

A document that: describes how people and property will be protected in disaster and disaster threat situations; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available for the use in the disaster or emergency; and outlines how all actions will be coordinated. The primary focus of the document is on the response aspects of emergency management.

**Evacuation**

Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Evacuees**

Persons moving from areas threatened or struck by an emergency or disaster.

**Exercise**

A simulated occurrence of a man-made or natural emergency or disaster involving planning, preparation, operations, practice and evaluation.

**Federal Coordinating Officer (FCO)**

The person appointed by the President to coordinate Federal assistance in a presidentially declared emergency or major disaster. The FCO is a senior FEMA official trained, certified, and well experienced in emergency management, and specifically appointed to coordinate Federal support in the response to and recovery from emergencies or major disasters.

#### Field Assessment Team

A small team of pre-identified technical experts who conduct an assessment of response needs (not a preliminary damage assessment) immediately following a disaster. The experts are drawn from FEMA, other agencies and organizations (e.g., U.S. Public Health Service, EPA, ARC, etc.).

#### First Responder

Local and nongovernmental police, fire, and emergency personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment.

#### Flash Flood

Follows a situation in which rainfall is so intense and severe and runoff is so rapid that recording the amount of rainfall and relating it to stream stages and other information cannot be done in time to forecast a flood condition.

#### Flood

A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters, unusual or rapid accumulation or runoff of surface waters, or mudslides/mudflows caused by accumulation of water.

#### Functional-Based Planning

A planning methodology that concentrates on the identification common tasks a community's public safety personnel and organizations must perform before, during, and after emergencies or disasters in order to effectively prepare for, respond to, and recover from both human-caused and naturally occurring hazards. It is the basis for the development of planning documents like the CEMP.

#### Governor's Authorized Representative

The person empowered by the Governor to execute, on behalf of the State, all necessary documents for disaster assistance.

#### Hazard

A dangerous situation or occurrence that may result in an emergency or disaster. Hazards can be single, sequential, or combined in their origin and efforts.

#### Hazard Mitigation

Any measure that will reduce or eliminate potential damage to property, the environment, life loss, or personal injuries from a disaster or emergency from a predetermined possible hazard.

### Hazardous Material

Substance or material that has been determined to be capable of posing an unreasonable risk to health, safety, and property including pollutants and contaminants when released into the environment.

### Incident Command Post (ICP)

Field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities.

### Incident Command System (ICS)

A management tool consisting of procedures for organizing personnel, facilities, equipment and communications at the scene of an emergency.

### Incident Commander (IC)

The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

### Infrastructure

The manmade physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, drinking water systems, etc.

### Joint Field Office (JFO)

The Joint Field Office is the primary Federal incident management field structure. The JFO is a temporary Federal facility that provides a central location for the coordination of Federal, State, tribal, and local governments and private sector and nongovernmental organizations with primary responsibility for response and recovery.

### Joint Information Center (JIC)

A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

### Jurisdiction

A range or sphere of authority, usually implemented by geographic or political boundaries. Public agencies have jurisdiction at an incident related to their legal responsibilities and authorities. Jurisdictional authority at an incident can be political or geographical. (e.g., city, county, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

### Mass Care

The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to the people who have been displaced from their homes because of a disaster or the threatened disaster.

### Multi-Agency Coordination Systems

Those systems, which provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are EOCs and MAC Groups. These systems assist agencies and organizations responding to an incident.

### Mitigation

Activities designed to reduce or eliminate risks to persons or property or life, to lessen the actual or potential impacts or consequences of an emergency or disaster.

### Mutual Aid Agreement

Written agreement between agencies, organizations, and/or jurisdictions that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.

### National Incident Management System (NIMS)

A system that provides a consistent, nationwide approach for Federal, State, and local governments; the private sector; and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

### National Response Framework

A guide to how the nation conducts all-hazards incident management.

### Nongovernmental Organization (NGO)

An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government.

### Planning

1. (Strategic Plans) The process of developing documents by a program, department, or jurisdiction that explains the overall public safety mission for the entity and outlines key goals, objectives and tasks that must be completed over a specific period of time.
2. (Operational Planning) The process of developing documents by a program, department or jurisdiction that explains how resources, personnel and equipment may be managed and activated

to meet the specific objectives of a strategic plan. An operational plan will contain a full description of the Concept of Operations and may include additional, supporting appendixes, as required.

3. (Tactical Planning) The process of developing documents by a program, department, or jurisdiction that explains how specific or immediate life saving or response-based tasks will be completed to support operational planning tasks. Commonly, tactical plans are those documents used by the public safety personnel during the response phase and may include but are not limited to such documents as SOPs, SOGs, and response-based planning elements.

#### Preparedness

Maintaining emergency management capabilities in readiness, preventing capabilities from failing, and augmenting the jurisdiction's capability including training, developing, conducting and evaluating exercises, identifying, and correcting deficiencies, and planning to safeguard personnel, equipment, facilities, and resources from effects of a hazard.

#### Presidential Declaration

When disaster exceeds local and state government's capacity to respond, or provide sufficient resources for response, the state's Governor may request federal assistance, which is then approved by the President in the form of a Presidential Declaration which then increases federal aid to the affected areas.

#### Public Information

Dissemination of information in anticipation of an emergency or disaster and timely actions, updates, and instructions regarding an actual occurrence.

#### Public Information Officer

A designated individual responsible for preparing and coordinating the dissemination of emergency public information.

#### Public Works

Work, construction, physical facilities, and services provided by governments for the benefit and use of the public.

#### Recovery

The long-term activities beyond the initial crisis period and emergency response of disaster operations that focus on returning all systems in the community to a normal status or to reconstituting these systems to a new condition that is less vulnerable.

#### Resource Management

Those actions taken by a government to (a) identify sources and obtain resources needed to support disaster response activities; (b) coordinate the supply, allocation, distribution, and delivery of resources so that they arrive where and when they are most needed; and (c) maintain accountability for the resources used.

### Scenario-Based Planning

Planning approach that uses a Hazard Vulnerability Assessment to assess the hazards impact on an organization on the basis of various threats that the organization could encounter. These threats (e.g. hurricane, terrorist attack) become the basis of the scenario.

### Senior Official

The elected or appointed official, who, by statute, is charged with implementing and administering laws, ordinances, and regulations for a jurisdiction. He or she may be a mayor, city manager, etc.

### Special-Needs Population

A population whose members may have additional needs before, during, and after an event in one or more of the following functional areas: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; have limited proficiency in English or are non-English speaking; live in institutionalized settings; are elderly; are from diverse cultures; or transportation disadvantaged.

### Staging Area

A location pre-selected for emergency management equipment, vehicles, and personnel to begin coordinated operations, deployment of personnel to host jurisdictions and other assistance to affected communities.

### Standard Operating Procedure

A set of instructions constituting a directive, covering those features of operations that lends themselves to a definite, step-by-step process of accomplishment. SOPs supplement emergency plans by detailing and specifying how assigned tasks are to be carried out. SOPs may be found within or act as a reference document or may serve as an operations manual, providing the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

### State Coordinating Officer

The person appointed by the Governor to coordinate State, Commonwealth, or Territorial, Federal response and recovery activities with NRF-related activities of the Federal Government, in cooperation with the Federal Coordinating Officer.

### State Liaison

A FEMA official assigned to a particular State, who handles initial coordination with the State in the early stages of an emergency.

### Support Function (SF)

13 identified government and private-sector capabilities organized in into a structure to facilitate assistance required during mitigation, preparedness, response, and recovery to save lives, protect health and property, and maintain public safety.

### Target Capabilities List (TCL)

A component of the National Preparedness Goal from HSPD-8 which describes and sets targets for the capabilities required to achieve the four homeland security mission areas: Prevent, Protect, Respond, and Recover. The list defines and provides the basis for assessing preparedness. It also establishes national targets for the capabilities to prepare the Nation for major all-hazards events, such as those defined by the National Planning Scenarios. The current version of the TCL contains 37 core capabilities.

### Terrorism

The unlawful use or threatened use of force or violence by a person or an organized group against people or property with the intention of intimidating or coercing societies or governments, often for ideological or political reasons.

### Tornado

A local atmospheric storm, generally of short duration, formed by winds rotating at very high speeds, usually in a counter-clockwise direction. The vortex, up to several hundreds yards wide, is visible to the observer as a whirlpool-like column of winds rotating about a hollow cavity or funnel. Winds may reach 300 mph or higher.

### Warning

The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause. A warning issued by the National Weather Service for a defined area indicates that the particular type of severe weather is imminent in that area.

### Watch

Indications by the National Weather Service that, in a defined area, conditions are possible or favorable for the specific types of severe weather (e.g., flashflood watch, tropical storm watch).

### Weapon of Mass Destruction

Any weapon that is designed or intended to cause widespread destruction resulting in serious bodily injury or death through the release, dissemination, or impact of toxic substance at a level dangerous to human life.